

REQUIREMENTS MANAGERMENTS

DATED: 01/05/2009

SUBJECT: TECHNICAL STANDARDS PROGRAM

1. PURPOSE. This document assigns responsibility and accountability and provides administrative guidance. This document correlates to DOE O 252.1, TECHNICAL STANDARDS PROGRAM, dated November 19, 1999.
2. APPLICABILITY. This procedure applies to the Federal Staff at Oak Ridge Office (ORO).
3. RESPONSIBILITIES.
 - a. Divisions of Primary Interest (DPIs).
 - (1) Provide comments to Directives Management Group (DMG) on draft DOE Technical Standards by established deadlines.
 - (2) Obtain their management's approval on comments before submittal to DMG.
 - (3) Provide justification and proposed resolution of essential comments on draft Technical Standards.
 - (4) Review and concur or justify disagreements on submitted contractor comments.
 - b. Principal Staff, including Contracting Officers/Contracting Officer's Representatives.
 - (1) Perform those tasks identified in DOE O 252.1, Paragraph 5b.
 - (2) Following the annual call to identify participants in the development of voluntary consensus standards, forward a newly completed or updated DOE F 1300.2, "Record of Non-Government Standards Activity", (See Attachment 1, of this document) to the DMG for submission to DOE Headquarters (HQ). Forms are available at <http://www.directives.doe.gov/forms/index.html>.
 - (3) Include DOE O 252.1 in each procurement package requiring its application of and identify the specific requirements with which a contractor or awardee must comply.
 - (4) Ensure that all programs, facilities, and projects under their cognizance comply with the requirements of DOE O 252.1.
 - (5) Keep DMG informed of progress and problems on DOE Technical Standards activities.
 - (6) Provide comments to DMG on draft DOE Technical Standards by established deadlines.

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c. Team Leader, Directives Management Group.

- (1) As the ORO Technical Standards management organization, coordinates and ensures adequate understanding and review of DOE Technical Standards issues.
- (2) Ensures development and implementation of an ORO Technical Standards program which meets the requirements of DOE O 252.1, and provides advice and assistance to other ORO organizations and contractors on the application of this program.
- (3) Performs those tasks identified in DOE O 252.1, Paragraph 5e.
- (4) Coordinates staff review of proposed DOE Technical Standards documents received for field comment, ensuring that all appropriate groups are given an opportunity to comment on such documents. Coordinates resolution of conflicting positions and consolidates comments for submission to DOE HQ.
- (5) Maintains a library of approved DOE Technical Standards, if provided, for use by all ORO organizations and requests standards searches from the DOE HQ Technical Standards Program Office.
- (6) Prepares any needed reports on the ORO Technical Standards Program.
- (7) Maintains the DMG Home Page with a list of all DOE Technical Standards that are on file in DMG, including a list of the draft DOE Technical Standards that have been reviewed by ORO, and its contractors and the comments that were submitted. Copies of DOE Technical Standards may be retrieved by accessing the DMG Home Page link to the DOE HQ Technical Standards Web Site.

4. REFERENCES.

- a. DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE, dated November 19, 1999.

5. ATTACHMENT.

Attachment 1 - DOE F 1300.2, U.S. DOE Record of Non-Government Standards Activity.

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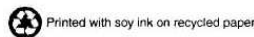
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Attachment 1

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| | | | | | |
|--|--|---|--|---|--------------------------------|
| DOE F 1300.2 (07-94) All Other Editions Are Obsolete | | U.S. DEPARTMENT OF ENERGY RECORD OF NON-GOVERNMENT STANDARDS ACTIVITY (See reverse side for instructions) | | OMB Control No. 1910-0900 OMB Burden Disclosure Statement on Reverse | |
| 1. Type of Submittal <input type="checkbox"/> Initial Submittal <input type="checkbox"/> Revision of information previously submitted <input type="checkbox"/> Termination of membership <i>(complete blocks 1-8f only)</i> | | | | | |
| 2. Name (last, first, initial) | | | 3. Title | | 4. Organization Routing Symbol |
| 5. Mailing Address | | | 6. Employment Status <input type="checkbox"/> DOE Employee <input type="checkbox"/> Other (specify) _____ | | |
| 7. Office Telephone Number () _____ Fax () _____ | | | 8a. Name of Non-Government Standards Body (NGSB) Country _____ | | |
| 8b. Name of Main Committee Main Committee Number _____ | | | 8b. Name of Main Committee Main Committee Number _____ | | |
| 8c. Type of Main Committee (check one) <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other (specify) _____ | | | 8c. Type of Main Committee (check one) <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other (specify) _____ | | |
| 8d. Name of Subcommittee Subcommittee Number _____ | | | 8d. Name of Subcommittee Subcommittee Number _____ | | |
| 8e. Name of Task or Working Group (WG) Task or WG Number _____ | | | 8e. Name of Task or Working Group (WG) Task or WG Number _____ | | |
| 8f. Other Activity if not listed above (specify) Number _____ | | | 8f. Other Activity if not listed above (specify) Number _____ | | |
| 9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other (specify) _____ | | | 9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other (specify) _____ | | |
| 10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting | | | 10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting | | |
| 11. Representation <input type="checkbox"/> DOE <input type="checkbox"/> Other (specify) _____ | | | | | |
| 12. Brief scope of the activity | | | 13. Signature of Participant | | Date |
| | | | 14. Signature of Approving Official | | Date |
| | | | 15. Title of Approving Official | | |

Mail to: Technical Standards Program Office
 c/o Performance Assurance Project Office
 P.O. Box 2009, Oak Ridge, TN 37831-8065



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Attachment 1

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DOE F 1300.2
(07-94)
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OMB Control No.
1910-0900

INSTRUCTIONS

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, D.C. 20503.

1. Indicate type of submittal by placing a check mark in the appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Technical Standards Program Office by telephone (615-574-0396.) If recording termination of a membership, complete block 1-8f only. **[Note: Sections 8b through 10 must be completed for each committee, subcommittee, or working group of the NGSB noted in block 8a of which the participant is a member (each form can be used for 2 committees). Multiple forms may be necessary if the participant is a member of numerous activities within one NGSB or is a member of more than one NGSB.]**
2. Name of individual participating in a non-Government standards activity.
3. Title of person participating in a non-Government standards activity.
4. Organization of which the person is a member: U.S. Department of Energy (DOE) - list organization number (EH-1, ER-8, DP-42 etc.); Contractors list company name and DOE organization supported (Oak Ridge National Laboratory - ER, Westinghouse Savannah River Site - DP, etc.)
5. Mailing address of person participating in a non-Government standards activity.
6. Indicate whether the person participating in a non-Government standards activity is a direct DOE employee, or is a contractor.
7. Office telephone number and fax number.
- 8a. Enter the name of the NGSB and the country under whose auspices the standards committee is operating.
- 8b. Name (and number) of the Main Committee the standards group (subcommittee/working group etc.) reports to. Example: Nuclear Fuel Cycle - C26
- 8c. Type of Main Committee. (If only recording participation on a main committee, do not complete blocks 8d - 8f.
- 8d. Name (and number) of the Subcommittee. (Complete blocks 8d thru 8f to the lowest level group being recorded on this form.
- 8e. Name (and number) of the task or working group (WG).
- 8f. Include any working Sub-Group not listed above that the person participating in a non-Government standards activity is involved in.
9. Record your current or planned position in an activity.
10. Indicate whether the member is able to vote on issues brought before the NGSB committee. (Liaison members often do not vote.)
11. DOE employees and contractors who are formally designated by the appropriate senior line manager to participate in the activities of NGSBs as an official DOE representative should check the "DOE" block. DOE employees and contractors who are members of technical or professional societies and associations because of personal or professional interest should check the "Other" block.
12. Briefly describe the scope of the activity.
13. Signature of participant and date signed.
14. DOE employees and contractors who will be the DOE representative must obtain the signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
15. Title of Approving Official.