

# REQUIREMENTS MANAGERMENTS

DATED: 01/05/2009

## SUBJECT: IMPACT ASSESSMENTS

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1. PURPOSE. This document assigns responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) on the development and maintenance of contract appendixes listing of applicable Directives (i.e., List B Requirements [List B]). This document correlates to Department of Energy Acquisition Regulation (DEAR) 970.5204-2, *Laws, Regulations, and DOE Directives* (DEC 2000).
2. APPLICABILITY. The provisions of this document apply to the Federal staff that perform work related to the ORO contracts with List B administered by the Directives Management Group (DMG).
3. RESPONSIBILITIES.
  - a. Divisions of Primary Interest (DPIs) review new and revised DOE Directives to identify new, modified, or deleted requirements or guidance, identify a subject matter expert (SME), and establish ORO's position on applicability of the document to particular contracts. This information is provided to DMG via the Control Form for DOE Directive within ten working days after receipt.
  - b. Contracting Officers (COs) issue a contract modification to incorporate the revised List B into the contract via the approved Requirements Change Notice (RCN) which includes non-environment, safety and health (non-ES&H) Directives (i.e., Administrative Directives) and environment, safety, and health (ES&H) Directives; Work Smart Standards (WSS) Sets; and/or Standards/Requirements Identification Documents (S/RIDs).
  - c. Contracting Officer's Representatives (CORs).
    - (1) Maintain List B per Delegation of Authority from the COs.
    - (2) Sign correspondence requesting an impact assessment from the contractor. If impact assessment correspondence is not signed, then a justification is provided to DMG to be placed in the official file.
    - (3) Approve S/RID revisions/changes.
    - (4) Approve WSS Set revisions/changes.
    - (5) Approve implementation plans (IPs).
    - (6) Approve RCNs.
    - (7) As needed, requests technical expertise from the DPI.

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- (8) As requested, provides the contractor clarification or guidance.
- d. Team Leader, Directives Management Group.
  - (1) Provides advice and assistance on this document.
  - (2) Transmits new or revised DOE Directives to the DPIs for review.
  - (3) Assists the CORs in maintaining List B. This includes preparation of impact assessment letters, directive deletion letters, and directive extension letters for COR's signature and distribution of these letters via e-mail.
  - (4) Assists the CORs by performing analysis of issues.
  - (5) Maintains the official impact assessment files for informational and historical purposes, including any justifications for not signing impact assessments, if provided by the CORs or their staff.
  - (6) Tracks COR's request for impact assessments and contractor impact assessment responses in DMG's tracking system. This is utilized in the verification of RCNs.