

# REQUIREMENTS MANAGERMENTS

DATED: 01/05/2009

## SUBJECT: IMPLEMENTATION PLANS AND EXEMPTION REQUESTS

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1. PURPOSE. This document assigns responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) on the preparation, review, approval, and maintenance of implementation plans (IPs) and exemption requests for new and revised standards/requirements placed in List B requirements (List B) (i.e., Work Smart Standards [WSS] Set, Standards/Requirements Identification Document [S/RID], and Administrative Directives). This document correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998; and DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated January 30, 1998.
2. APPLICABILITY. The provisions of this document apply to the Federal staffs who perform work related to the ORO contracts with List B administered by the Directives Management Group (DMG). This document applies to IPs and exemption requests for DOE Directives only and does not apply to IPs or exemption requests for DOE Rules.
3. RESPONSIBILITIES.
  - a. Manager approves or disapproves DOE Directives exemption requests within managerial authority, and concurs in requests that must be approved by DOE Headquarters (HQ).
  - b. Division of Primary Interest (DPI) provides assistance, as requested by the Contracting Officer's Representatives (CORs).
  - c. Principal Staff. If requested by the COR(s), reviews and provides comments on IPs and exemption requests.
  - d. Contracting Officer's Representatives.
    - (1) Approves contractor IPs for new/revised standards placed in the contract (i.e., WSS Set, S/RID, or list of Administrative Directives).
    - (3) Provides technical expertise in processing exemption requests.
    - (4) Provides a copy of the IP and any related documentation to the DMG.
  - e. Team Leader, Directives Management Group.
    - (1) Provides advice and assistance on the responsibilities of this document.
    - (2) Serves as the formal point of receipt for and coordinates review and approval of IPs for new or revised standards/requirements in List B (i.e., list of Administrative Directives, WSS Set, or S/RID) and exemption requests prepared under this document.
    - (3) Coordinates, as requested, with COR organizations regarding review, approval, closure, and tracking of contractor IPs.
    - (4) Notifies the contractor of approvals or closures for IPs.

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(5) Maintains the official IP files, if provided by the CORs or their staff.

(6) Provides a courtesy copy of the IP, approval form, and closure form to the DPI.

## 4. REFERENCE.

DEAR 970.5204-2, LAWS, REGULATIONS, AND DOE DIRECTIVES (DEC 2000).