

REQUIREMENTS MANAGERMENTS

DATED: 01/05/2009

SUBJECT: MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS

1. PURPOSE. This document assigns responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to the Federal staff who perform work related to the ORO contracts with List B requirements (List B) administered by the Directives Management Group (DMG).
3. RESPONSIBILITIES.
 - a. Division of Primary Interest (DPI), as requested by the Contracting Officer's Representatives (CORs), provides technical expertise for review of S/RID change proposals.
 - b. Principal Staff participate in ongoing maintenance activities for S/RIDs.
 - c. Contracting Officer's Representatives.
 - (1) Approves S/RID changes.
 - (2) Determines DPI involvement; and, as the COR(s) deems appropriate, provides information to the DPI.
 - d. Team Leader, Directives Management Group.
 - (1) Provides advice and assistance to ORO staff and contractors on subjects covered in this document.
 - (2) If requested by the COR, coordinates review and approval of proposed changes to S/RIDs.
 - (3) Incorporates approved S/RID changes into the contract.
 - (4) Maintains the official S/RID files for information and historical purposes.