

RM RESPONSIBILITIES

DATE: 01/05/2009

SUBJECT: DOE DIRECTIVES SYSTEM

1. PURPOSE. This document assigns responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO) and describes ORO participation in the development of DOE-wide Directives. This document correlates to DOE O 251.1B, Departmental Directives Program, dated August 16, 2006, DOE M 251.1-1B, Departmental Directives Program Manual, dated August 16, 2006; and describes the implementation of the Department of Energy (DOE) Directives system within 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. Divisions of Primary Interest (DPIs).
 - (1) Provide comments to DMG on draft DOE Directives by established deadlines.
 - (2) For final approved DOE Directives, complete Part B of the Control Form for DOE Directive (Control Form) (see Attachment 1 of this document) and provide completed Control Form to the DMG by established deadlines. On the Control Form, indicate applicability to contractor.
 - b. Principal Staff.
 - (1) Review draft DOE Directives for operational and cost impact, clarity, and consistency with related DOE Directives, and provide comments to DMG by established deadline to allow for consolidation and coordination of comments before DOE Headquarters (HQ) due dates.
 - (2) Provide DMG with Directives Points of Contact (DPCs) for electronic notification of publication of Control Forms for DOE Directives. DPCs register on the DOE Directives Portal, and the DMG Home Page, to receive notification of new and revised DOE Directives and their Control Forms.
 - c. Contracting Officers (COs) and Contracting Officer's Representatives (CORs) review draft DOE Directives for operational and cost impact, clarity, and consistency with related DOE Directives, and provide comments to DMG by established deadline to allow for consolidation and coordination of comments before DOE HQ due dates.
 - d. Team Leader, Directives Management Group.
 - (1) Oversees all DOE Directives actions.
 - (2) Develops and maintains electronic distribution systems and ensures that DOE Directives are readily accessible to ORO staff and contractors through the DMG Home Page.

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e. ORO Directives Point Of Contact.

- (1) Coordinates staff review of draft DOE Directives after determining appropriate review personnel.
- (2) Obtains subject matter expert and their management's approval on major issues submitted by the contractors on draft DOE Directives.
- (3) Analyses comments for clarity and consistency, resolves conflicts and prepares consolidated comments for submission into the Review and Comment (REVCOM) system for draft DOE Directives to the Office of Science, the Office of Environmental Management, and the Office of Nuclear Energy, Science and Technology.
- (4) Sends final comments on draft DOE Directives back to commenting organizations.
- (5) Coordinates HQ resolutions to major issues on draft DOE Directives with commenting organizations upon completion of review.

4. ATTACHMENTS.

Attachment 1 - Control Form for DOE Directive.

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Attachment 1

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CONTROL FORM FOR DOE DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

1. DIRECTIVE NUMBER, TITLE, AND DATE:

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Revised Control Form

3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):

This Directive cancels and replaces

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 00/00/2009.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES:

4. CONTRACTOR APPLICABILITY.

Does this Directive affect the work performed by ORO Contractors? Yes No

If "Yes," whom? Bechtel Jacobs Company LLC ORAU
 UT-Battelle, LLC ISOTEK (Bldg. 3019, ORNL)
 EnergX Wackenhut (WSI)
 Other Contractors (list by name) Protection Strategies Inc. (PSI)

5. SUBJECT MATTER EXPERT: _____
Name Organization

6. APPROVED BY: _____
Signature Organization Date

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

DMG Team Leader, AD-440

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 01/02/2009)