

RM RESPONSIBILITIES

DATE: 01/05/2009

SUBJECT: CHANGE CONTROL PROCESS FOR KEY MANAGEMENT DOCUMENTS

1. PURPOSE. This document assigns roles and responsibilities, along with procedural administrative guidance to the Oak Ridge Office (ORO) development and change control process for Key Management Documents (KMD). .
2. APPLICABILITY. The provisions of this document apply to all Principal Staff.
3. ROLES AND RESPONSIBILITIES
 - A. Principal Staff.
 - (1) Provide comments to Directives Management Group (DMG) on draft Key Management Documents (KMD)
 - (2) Advise DMG after becoming aware of changes in requirements, policies, or procedures that could necessitate a change to a KMD.
 - B. Team Leader, Directives Management Group.
 - (1) As the Team Leader, establishes and updates systems, processes, and procedures affecting KMDs.
 - (2) Concurs in the need for each new or revised KMD; and prior to approval, assists the Division of Primary Interest (DPI) in developing KMDs.
 - (3) Coordinates review of draft KMDs, ensure all comments are resolved, and prepare the KMD for final approval.
 - (4) Approves publication of new/revised KMDs.
 - (5) Develops and maintains electronic distribution systems and ensures that KMDs are readily accessible to Principal Staff through the DMG Home Page.
 - (6) Manages the KMD change process by which KMDs are reviewed, at a maximum biennially, for accuracy and sufficiency.
 - (7) Notifies the DPI of needed changes to KMDs when informed by members of Principal Staff.
 - (8) Maintains a desktop procedure on the process to developing or revising KMDs.
4. ATTACHMENTS.

none.