

DOE/ORO CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 220, Chapter II, Change 3, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact? No Yes
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes include revisions to reflect current responsibilities, and Attachment 1, Contractor Requirements Document, has been added.

5. **CONTACT POINT:** Jeanette Miller Financial Evaluation & Accountability Div., FM-73 576-2654
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	09/28/2001	ORO Control Form	10/23/2003
ORO O 220, Chapter II, Chg. 2, Pages II-1 thru II-2	09/28/2001	ORO O 220, Chapter II, Chg. 3, Pages II-1 thru II-3	10/23/2003

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 10/23/2003
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/10/2003

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

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

DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 220, CHAPTER II, CHANGE 3, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated 10/23/2003

PURPOSE OF TRANSMITTAL: New Directive Revised Directive

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

This directive cancels ORO O 220, Chapter II, Change 2, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated 09/28/2001.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **11/10/2003**.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.? Yes No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors? Yes No
If "Yes," list the subcontractors:

All

Many contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

SIGNIFICANT PROVISIONS: Are there any significant changes or impact? Yes No
List summary of Directive changes and, if "Yes" above, describe the significant changes or impact:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates? Yes No
If "Yes," describe:

180 days from date of letter McCarten to Ruddy.

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required? Yes No
If "Yes," target date for submission of YSO Directive is _____.

IDENTIFY CONTACT POINT: Samuel L. Gaines 576-0401
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 11/12/2003 576-9330
Signature Date Telephone

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

*DOE Directives are available on the DOE Directives, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.
ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm.
Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 11/13/2003
Name Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.

(Revised 01/10/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 220
Chapter II
Change 3

DATE: 10/23/2003

SUBJECT: COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL

1. PURPOSE. This Chapter correlates to DOE O 221.2, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated March 22, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO), the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO), and their contractors. The Contractor Requirements Document is required since the DOE Directive is not specific regarding responsibility of contractors to cooperate with Department of Energy (DOE) and NNSA at Oak Ridge. Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 220, Chapter II, Change 2, COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL, dated September 28, 2001.
3. APPLICABILITY. The provisions of this Chapter apply to ORO/YSO Principal Staff and to their contractors to the extent set forth in their contract.
4. RESPONSIBILITIES.
 - a. Director, Financial Evaluation and Accountability Division (FEAD).
 - (1) Serves as the ORO and YSO point of contact for Inspector General (IG) matters. Arranges for entrance conferences with IG and applicable ORO and contractor personnel.
 - (2) Maintains files on IG activities, including reports and related correspondence. Acts as lead to develop ORO and YSO positions on IG report findings and recommendations.
 - (3) Refers ORO and YSO investigation requests to the IG.
 - (4) Keeps Principal Staff advised of IG audits, inspections, and investigations involving ORO and YSO.

b. Principal Staff.

- (1) Informs FEAD of any contact, inquiry, or request received from any IG representative that cannot be related to a previously cleared IG action. FEAD should also be notified of any additional information requested by the IG after completion of field work on a previously cleared IG action.
- (2) Assist FEAD in carrying out the coordinating, reporting, and tracking responsibilities associated with IG activities.
- (3) Inform employees and contractors of their responsibility to comply with the provisions of DOE O 221.2, subparagraph 4a (cooperation with IG) and this Chapter.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. ORO O 220, Chapter I, Change 3, REPORTING FRAUD, WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL, dated June 25, 2003, and subsequent revisions.
- b. ORO O 220, CHAPTER III, Change 3, ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS, dated April 2, 2002, and subsequent revisions.
- c. ORO O 220, CHAPTER VII, Change 3, AUDIT RESOLUTION AND FOLLOWUP, dated June 25, 2003, and subsequent revisions.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

- a. Attachment 1 – Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Department of Energy (DOE) contractors, including contractors of the National Nuclear Security Administration identified in paragraph 3 of this Chapter will accomplish the following to the extent set forth in their contract:

1. Immediately notify Financial Evaluation and Accountability Division of any initial contacts made by the Inspector General (IG).
2. Advise their employees of the obligation to cooperate fully and promptly with request from the IG during audits, investigations, and inspections.
3. Advise employees of their responsibility to report fraud, waste, inefficiency, or other forms of wrongdoing to their supervisor, DOE Headquarters Office of General Counsel, or the IG.