

ORO CONTROL FORM - FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 240, Revision 5, INFORMATION MANAGEMENT**

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)

SEE INDIVIDUAL CHAPTERS

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (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 impacts? No Yes
If yes, describe: This revision transmits Chapter I, Change 4, in the ORO 240 Series.

5. **CONTACT POINT:** SEE INDIVIDUAL CHAPTERS

Name	Organization	Telephone
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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	05/11/2001	ORO Control Form	02/11/2004
ORO O 240, Revision 4	05/11/2001	ORO O 240, Revision 5	02/11/2004

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

Original Signed By

Wayne H. Albaugh

02/11/2004

Signature: DMG Team Leader, AD-440

Date

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

Rev. 11/06/2003

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 240
Revision 5

DATE: 02/11/2004

SUBJECT: INFORMATION MANAGEMENT

1. PURPOSE. This Directive provides detailed requirements for the Oak Ridge Operations (ORO) activities under the 240 Series, INFORMATION MANAGEMENT, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO.
2. CANCELLATION. This revision cancels and replaces ORO O 240, Revision 4, INFORMATION MANAGEMENT, dated May 11, 2001.
3. SIGNIFICANT CHANGES. This Directive incorporates as a Chapter in the 240 Series the current Oak Ridge Directive identified in Paragraph 4 below.
4. SUMMARY. This revision to ORO O 240 transmits the following revised Chapter:
 - (1) Chapter I, Change 4, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated July 10, 2003, which cancels and replaces ORO O 240, Chapter I, Change 3, same title, dated May 11, 2001.

For information on applicability and assignment of responsibility, refer to this chapter.

5. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapter listed in Paragraph 4 above.

Original Signed By

Wayne H. Albaugh, Team Leader
Directives Management Group

ORO O 240, Revision 5
02/11/2004

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**CHAPTER I - SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT (correlates to
DOE O 241.1A)**

CHAPTER II – RESERVED