



# U.S. Department of Energy

Oak Ridge Office

ORO O 250 Chapter X Change 1
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**DATE: 04/18/2006**

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**SUBJECT: DOE DIRECTIVES SYSTEM**

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1. PURPOSE. This Chapter correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998, DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated January 30, 1998; and describes the implementation of the Department of Energy (DOE) Directives system within Oak Ridge Office (ORO) and its contractors. It assigns responsibility and accountability and describes ORO participation in the development of DOE-wide Directives. Nothing in this Chapter changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM, dated October 31, 2003.
3. APPLICABILITY. The provisions of this Chapter apply to the Federal and site/facility management contractor staffs who perform work related to the ORO contracts with List B requirements (List B) administered by the Directives Management Group (DMG).
4. 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/ORO Directive (Control Form) (see Attachment 2 of this Chapter and provide completed Control Form to the DMG by established deadlines. On the Control Form, indicate (1) applicability to contractor and (2) if a new or revised ORO Directive is needed.
    - (3) If the DPI states on the Control Form that a new or revised ORO Directive is needed, they must prepare a draft that conforms to the requirements of ORO O 250, Chapter II, ORO DIRECTIVES SYSTEM of this Directive.
  - 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.
- 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.

## 5. REQUIREMENTS AND PROCEDURES.

- a. Draft DOE Directives.
  - (1) DMG receives draft DOE Directives for coordination. DMG determines which organizations will be asked to comment and sends review request accordingly.
  - (2) Organizations forward comments in electronic format to DMG and state which comments should be categorized as major issues or suggested comments. Criteria for these categories are provided in DOE M 251.1-1A, Chapter III, "*Draft Directives Coordination and Issue Resolution.*"

The DPI commenting organization obtains their management's approval before comments are forwarded to DMG. The DPI also reviews and concurs or justifies disagreement on major issues submitted by the contractor.

- (3) DMG analyzes comments for clarity and consistency, resolves differences among organizations, and prepares a consolidated reply.
  - (4) DMG forwards the comment package for draft DOE Directives through the REVCOM to HQ. Contractor comments are included in each package along with ORO's position on those comments. If there is an overall "No Comment" response, it is submitted directly through REVCOM for draft DOE Directives.
  - (5) DMG sends copies of comment packages for draft DOE Directives to commenting organizations.
  - (6) DMG coordinates resolution of major issues with DOE HQ, provides copies of any written comment resolution packages to commenters, and maintains files of draft DOE Directives, comments provided, and responses received.
- b. Final Approved DOE Directives.
- (1) DOE Control Forms.
    - (a) DMG receives notification from DOE HQ via the Alerts system of the DOE Directives Portal that a new or revised DOE Directive has been published. DMG prints a copy from the DOE Directives Portal, prepares the Control Form, and completes part A of the Control Form (See Attachment 2 of this Chapter).

DMG forwards the Control Form via e-mail to the DPI. The DPI has 10 working days to complete Part B and to return the completed signed Control Form to DMG.
    - (b) The DPI prints a copy of the DOE Directive and the Control Form and reviews the DOE Directive. The DPI completes Part B of the Control Form with information based on their review of the DOE Directive and forwards completed hard copy to DMG within 10 working days. If contractor applicability is indicated, an Impact Assessment letter is prepared by the DMG for the CORs signature.
    - (c) DMG completes Part C of the Control Form which approves the release of the Control Form to distribution. DMG provides electronic distribution of the Control Form for the approved DOE Directive via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of DOE Directives and associated historical files. The approved distribution list consist of Federal and contractor staff who have requested notification. COs, CORs, and contract specialists also receive this distribution mandatorily because of the nature of their work.

- c. Directives Banners. In December 2002, final approved DOE Directives began being published with either Green or Yellow Banners placed in the header of each document to clarify if the DOE Directives were current or not current. If a final approved DOE Directive appears with a Green Banner on the DOE Directives Portal, or in hard copy, the DOE Directive is certified by its HQ Office of Primary Interest (OPI) as being current and will contain an approval signature of the Director of the responsible HQ office. If a final approved DOE Directive appears with a Yellow Banner, then the Directive is not certified as being current, but it is in the process of being made current. This process is to aid in eliminating redundant reviews of DOE Directives that have minor changes or DOE Directives that are found to still be current after a Sunset Review.
  - d. Exemptions. For information on processing and approval of DOE or ORO Directive Exemption Requests, see ORO O 250, Chapter VI, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, of this Directive, and DOE M 251.1-1A, Chapter VII, “*Exemptions.*”
  - e. Unauthorized Directives. Unauthorized Directives (also known as “Rogue Directives” or “Rogue Documents”) are documents setting forth requirements or procedures that have not been processed through the Directives System. If the document originated in DOE HQ, DMG refers the issue to the Office of Administration, DOE HQ, MA-40 (see DOE M 251.1-1A, Chapter V, “*Unauthorized Directives*”). MA-40 works with the OPI to resolve the issue.
6. REFERENCE.
- a. DOE-HDBK-1188-2006, GLOSSARY OF ENVIRONMENT, SAFETY AND HEALTH TERMS, dated January 2006 (available online at <http://www.eh.doe.gov/techstds/standard/hdbk1188/doe-hdbk-1188-2006.pdf>).
  - b. ORO O 250, Revision 8, STANDARDS MANAGEMENT PROGRAM, dated April 18, 2006, ALL CHAPTERS, and any subsequent revisions.
7. DEFINITIONS. See Attachment 2 of ORO O 250, Chapter I, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, of this Directive, for a glossary of terms used in the ORO Standards Management Program.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Attachment 1, Contractor Requirements Document.
9. ATTACHMENTS.
- a. Attachment 1 - Contractor Requirements Document.
  - b. Attachment 2 - Control Form for DOE/ORO Directive.

### **CONTRACTOR REQUIREMENTS DOCUMENT**

Types of contractors identified in Paragraph 3 of this Chapter must comply with Paragraph 5 of this Chapter and the following:

1. Contractors must provide comments to the Directives Management Group (DMG) on draft Department of Energy (DOE) Directives by the stated deadline for their concerns to be recognized by DOE Headquarters.
2. Contractor Directives Points of Contact must register on the DOE Directives Portal to receive notification of the publication of new/revised DOE Directives and the cancellation of DOE Directives.
3. Contractor Directives Points of Contact must register on the DMG Home Page to receive notification of the publication of DOE Directives Control Forms for new/revised DOE Directives.

**CONTROL FORM FOR DOE/ORO 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):

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 00/00/0000.

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

**COMPLETE FOR DOE DIRECTIVES ONLY:**

- 4. **SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**  
Is a new or revised supplemental ORO Directive required?  Yes  No  
**If "Yes,"** target date for submission of supplemental ORO Directive is \_\_\_\_\_.

**COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:**

5. **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)  
 Foster Wheeler (FWENC)  
 Other Contractors (list by name)

6. **SUBJECT MATTER EXPERT:** \_\_\_\_\_  
Name Organization

7. **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 02/10/2006)