

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 250, Chapter II, Change 5, ORO DIRECTIVES SYSTEM**

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 Work Smart Standards (WSS) Sets or Standards/Requirements Identification Documents (S/RIDs) 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 Chapter was updated to reflect change in Applicability paragraph of directives regarding NNSA YSO.

5. **CONTACT POINT:** Wayne H. Albaugh Directives Management Group, AD-440 576-0974
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	10/31/2003	ORO Control Form	12/03/2003
ORO O 250, Ch. II, Chg. 4	10/31/2003	ORO O 250, Ch. II, Chg. 5	12/03/2003

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe/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 12/03/2003
Signature: DMG Team Leader, AD-440 Date

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

Rev. 10/31/2003

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 250, CHAPTER II, CHANGE 5, ORO DIRECTIVES SYSTEM, dated 12/03/2003

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 250, Chapter II, Change 4, ORO DIRECTIVES SYSTEM, dated 10/31/2003

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **12/19/2003**.

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:

Many contractors have approved Standards/Requirements Identification Documents (S/RID) 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.

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? Yes No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

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

If "Yes," describe:

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: Diane McCarten 576-9330
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 12/10/2003 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 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/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 12/17/2003
Name Date

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

(Revised 11/06/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter II Change 5

DATE: 12/03/2003

SUBJECT: ORO DIRECTIVES SYSTEM

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 Directives system within Oak Ridge Operations (ORO), the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO), and their contractors. This Chapter assigns responsibility and accountability, describes ORO participation in the development of Department of Energy (DOE)-wide Directives, defines the types of local Directives used within ORO, and prescribes the process for their development and issuance. Nothing in this Chapter changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter II, Change 4, OAK RIDGE OPERATIONS 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 four prime contracts with List B requirements (List B) administered by the Directives Management Group (DMG). References to the YSO are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.
4. RESPONSIBILITIES.
 - a. Divisions of Primary Interest (DPI).
 - (1) Determine, subject to concurrence of DMG, whether an ORO Directive or revision is needed, and, if so, prepare a draft ORO Directive that conforms to the requirements of this Chapter.

When there is a related DOE Directive, this information is provided via the DOE Control Form – Final Directive (see ORO O 250, Chapter X, Attachment 2) which is forwarded from DMG. The DPI indicates on the DOE Control Form – Final Directive if a new or revised ORO Directive is required. Additionally on the DOE Control Form – Final Directive, the DPI indicates contractor applicability, any significant changes if the ORO Directive revises a previous ORO Directive, and any special implementation requirements. See ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM.

Provides, by established deadlines, information to DMG for completion of the ORO Control Form – Final Directive (see Attachment 2) for ORO Directives. Information provided includes contractor applicability, any significant changes, and contact point(s).

- (2) Review existing ORO Directives on a continuing basis to ensure the ORO Directives are current. Submit requests for cancellation, revisions, or recertification of accuracy to DMG as necessary. As appropriate, coordinate with other affected ORO and contractor organizations to ensure that the ORO Directives reflect accurate and current information concerning the requirements, policies, or procedures contained in that ORO Directive.
 - (3) Resolve comments from reviewers and provide feedback to them on major issues before preparing the final draft ORO Directive. Comment resolution is facilitated by DMG.
 - (4) When requested by DMG during the ORO Directives sunset review process, determine in 10 working days from receipt of request whether the ORO Directive should be canceled, revised, or remain the same. As appropriate, coordinate this decision with affected ORO and contractor organizations to ensure that the ORO Directive reflects accurate and current information concerning requirements, policies, or procedures.
- b. Principal Staff.
- (1) Provide comments to DMG on draft ORO Directives within 15 working days.
 - (2) Provide DMG with Directives Points of Contact for electronic notification of publication of ORO Directives and related Control Forms. Register on the DMG Home Page (http://www.ornl.gov/doe/doe_oro_dmg/) to receive notification of new and revised ORO Directives.
 - (3) Advise DMG within 10 working days after becoming aware of changes in requirements, policies, or procedures that could necessitate a change to an ORO Directive.
- c. Contracting Officers (COs)/Contracting Officer's Representatives (CORs).
- (1) Provide comments to the DMG on draft ORO Directives within 15 working days.
- d. Y-12 Site Office.
- (1) Provides comments to DMG on draft ORO Directives within 15 working days.
 - (2) Completes Part B of the NNSA/YSO Control Form – Final Directive (see Attachment 3) for approved ORO Directives and provides completed form to DMG by established deadlines. On the NNSA/YSO Control Form – Final Directive, indicates contractor applicability, any significant changes if the ORO Directive revises a previous ORO Directive, and any special implementation requirements.
- e. Team Leader, Directives Management Group.
- (1) As the ORO Directives System Manager, establishes and updates systems, processes, and procedures affecting the ORO Directives system.
 - (2) Concurs in the need for each new or revised ORO Directive; and prior to approval, assists the DPI in developing ORO Directives that conform to the objectives and requirements of this Chapter.

- (3) Coordinates ORO, YSO, and contractor review of draft ORO Directives, ensures that comments are considered and dispositioned, and prepares Directives for final approval.
- (4) Approves new/revised ORO Directives.
- (5) Develops and maintains electronic distribution systems and ensures that Directives are readily accessible to ORO/YSO staff and contractors through the DMG Home Page.
- (6) Manages the Directives sunset review process by which ORO Directives are reviewed biennially for accuracy and sufficiency.
- (7) Notifies DPIs of needed changes to ORO Directives when informed by members of Principal Staff.

5. REQUIREMENTS AND PROCEDURES.

a. Types of ORO Directives.

- (1) An ORO Order provides a comprehensive listing of all Chapters in a particular subject category.
- (2) ORO Chapters are discrete Directives within ORO Orders that correlate typically, but not always, to individual DOE Directives and/or Federal laws and regulations.
ORO Chapters:
 - Assign roles and responsibilities from the ORO Manager by flowing down responsibility and accountability of requirements from DOE Directives to the Federal staff,
 - Add specificity to DOE Directives unique to Oak Ridge,
 - Provides capability of developing a unique Directive for Oak Ridge,
 - Define processes for carrying out work within ORO, and
 - Where appropriate, identify supplemental requirements/instructions to be observed by contractors (See Paragraph 5d(3)(h) below).

ORO Chapters also apply to the Office of Scientific and Technical Information in those functions where ORO provides service to that organization. Some ORO Chapters may be utilized by YSO.

- (3) ORO Notices also typically correlate to a specific DOE Directive and serve the same purpose as an ORO Chapter. ORO Notices are used to transmit time-limited information or when immediate issuance without full coordination is required, or used to cancel ORO Directives. These Notices expire no later than 1 year from issuance.

- (4) ORO Manuals supplement ORO Chapters when it is necessary to establish detailed requirements and procedures that exceed 10 pages in length; otherwise, that information is included in the ORO Chapter.

b. ORO Directives Numbering System.

- (1) ORO Orders are assigned the three-digit number of the correlating DOE subject matter category series (i.e., a single ORO Order will correlate to all DOE Orders within a subject matter series) to which they relate. For example, ORO O 450, PROTECTION OF THE PUBLIC AND ENVIRONMENT, will correlate to all DOE Orders within subject matter category 450. Amendments are identified as Revision 1, Revision 2, etc.
- (2) ORO Chapters may correlate to individual DOE Directives and are assigned Roman numerals (i.e., Chapter I, Chapter II, etc.). Revisions become Chapter I, Change 1, 2, 3, etc. There is no correlation between the Chapter's Roman numeral and the number of the DOE Directive to which it relates.

ORO Chapters that do not correlate to a particular DOE Directive are issued a new Chapter number in the applicable lead subject category. Chapters not listed under lead subject categories in DOE M 251.1-1A, Appendix A, use the next Chapter number in the ORO Order lead subject category.

- (3) ORO Manuals are tied to the number of the ORO subject category being supplemented rather than to any existing DOE Manual in the same subject area. Revisions are identified as Revision 1, Revision 2, etc.
- (4) ORO Notices may correlate to individual DOE Directives. For Notices that correlate to individual DOE Directives, the Notice number correlates to the number of the DOE Directive to which it relates. ORO Notices that do not correlate to a particular DOE Directive are issued a new number in the applicable lead subject category. Revisions are identified as Change 1, 2, 3, etc.

c. ORO Directives Development Process.

- (1) The DPI, in coordination with DMG and affected ORO and contractor organizations as needed, determines the need for a new or revised ORO Directive and establishes a schedule for completion of a draft ORO Directive.
- (2) The DPI prepares a draft version of the new or revised ORO Directive based on input from any affected ORO and contractor organization and in accordance with the format specified in Paragraph 5d below. The DPI then submits an electronic copy of the package formatted in Word to DMG.
- (3) DMG analyzes the draft ORO Directive by examining its organization and internal consistency, verifying its compatibility with other Directives and external regulations, and ensuring that its provisions are clearly and succinctly stated. DMG works with the DPI until a satisfactory draft ORO Directive is developed. During this process, DMG requests input from the DPI for the completion of the ORO Control Form – Final Directive (see Attachment 2). The DPI provides, by established deadlines, the following

information to DMG for completion of the Control Form: (1) contractor applicability, (2) any significant changes, and (3) contact point(s).

- (4) DMG transmits the draft ORO Directive to appropriate ORO, YSO, and contractor organizations, which have 15 working days for review and comment.
- (5) Reviewers prepare comments on the draft ORO Directive. If DMG receives no comments in the allotted time or no requests for a brief, specific amount of additional time, the reviewing organization is assumed to have no concerns with the draft ORO Directive. DMG will grant extensions by e-mail, if necessary, to any requesting Federal or contractor organization.
- (6) The DPI will review and resolve all comments. Issues are raised to whatever level of management is necessary to reach a decision.
- (7) DMG assists the DPI in the preparation of a final ORO Directive that incorporates accepted comments and approves final document.
- (8) DMG provides electronic distribution of the approved final ORO Directive via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of ORO Directives and associated historical files.
- (9) NNSA/YSO Control Forms.
 - (a) DMG completes part A of a draft NNSA/YSO Control Form – Final Directive (see Attachment 3) for the ORO Directive. DMG forwards the draft Control Form and a copy of the final approved ORO Directive to the YSO via memorandum as attachments. If the ORO Directive has contractor requirements, an impact assessment request letter is also sent with the Control Form and ORO Directive via the memorandum as an attachment. YSO has 10 working days to complete Part B and to return the completed Control Form to DMG.

NOTE: Additionally if the impact assessment is required, the signed letter is returned to DMG along with the completed signed Control Form. If an impact assessment is determined not to be required, the letter is destroyed or returned to DMG with a note stating such. See ORO O 250, Chapter IV, IMPACT ASSESSMENTS.

- (b) Upon receipt of the memorandum, YSO reviews the ORO Directive. YSO completes Part B of the NNSA/YSO Control Form – Final Directive with information based on their review of the ORO Directive and forwards the completed hard copy of the Control Form, and if necessary, a copy of the signed impact

assessment letter along with the yellow concurrence, to DMG within 10 working days.

NOTE: Required Part B information, for Attachment 3, NNSA/YSO CONTROL FORM – FINAL DIRECTIVE, includes (1) applicability of the ORO Directive to the contractor, (2) any significant changes if the ORO Directive revises a previous version, (3) any special implementation requirements, (5) identifies a point of contact for the ORO Directive, and (6) has a signature approval.

- (c) DMG completes Part C of the NNSA/YSO Control Form – Final Directive which approves the release of the Control Form to distribution. DMG provides electronic distribution of the approved Control Form via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of ORO Directives and associated historical files.

d. Content and Format Requirements for ORO Directives.

- (1) Compatibility with DOE Directives. ORO Orders, Chapters, Notices, and Manuals must not contradict or delete provisions in any applicable DOE Policy, Regulation, Order, Notice, or Manual, unless an exemption for a DOE Directive requirement has been formally granted (see ORO O 250, Chapter VI, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS). In this case, the date of the exemption approval must be indicated in the ORO Directive. This does not preclude inclusion of supplemental requirements/instructions, although the benefit, impact, and cost of such requirements/instructions should be carefully considered.
- (2) ORO Orders. The following standard paragraphs are used for each Order in the sequence given below. If a particular paragraph does not apply, enter "None." Each Order must have a Table of Contents which includes the Chapter numbers, titles, and, if necessary, the document to which it correlates.
 - (a) Purpose. This paragraph states why the Order is being issued. Refer to Paragraph 1 of ORO O 250, STANDARDS MANAGEMENT, for an example.
 - (b) Cancellation. This paragraph lists the Order being canceled and replaced by number, revision number, title, and date.
 - (c) Significant Changes. This paragraph outlines the significant changes that have been made since the previous issuance of the Order.
 - (d) Summary. This paragraph identifies the Chapters in the Order which are being canceled, replaced/revised, or added.
 - (e) Contractor Requirements Document (CRD). This paragraph identifies where to find contractor responsibilities.

- (3) ORO Chapters. The following standard paragraphs are used for each Chapter in the sequence given below. If a particular paragraph does not apply, enter "None."
- (a) Purpose. This paragraph states why the Chapter is being issued. This paragraph tells whether the Chapter stands alone or correlates to a DOE Directive or Federal law and regulation; and notes responsible parties. Refer to Paragraph 1 of this Chapter for an example.
- (b) Cancellation. This paragraph identifies all Directives or parts of Directives being canceled. Directives are identified by number, title, and date of the Directive; section and paragraph numbers are noted if only a portion of the Directive is being canceled.
- (c) Applicability. This paragraph identifies ORO organizations, other DOE organizations, if any, and contractors to which the Chapter applies. This paragraph will include the following statement regarding NNSA YSO applicability:
- “References to the Y-12 Site Office (YSO) are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.”
- (d) Responsibilities. This paragraph identifies responsibilities for ORO organizations using concise, declarative statements, without excessive detail. Officials’ assigned responsibilities will be listed in the following order:
- Manager,
 - Deputy Manager for Laboratory Operations,
 - Chief Operating Officer,
 - Assistant Managers,
 - Division of Primary Interest,
 - Principal Staff,
 - Contracting Officers,
 - Contracting Officer’s Representatives, and
 - any others, as deemed appropriate.
- (e) Requirements and Procedures. This paragraph contains requirements ORO is imposing internally and the procedures by which compliance with requirements is to be achieved. Processes will be described in sequential steps at a level of detail appropriate to the intended audience. If this section is more than 10 typed pages, the material is incorporated into a Manual that supplements the Chapter, and the Manual is referenced in this paragraph. Material included in a DOE Directive or external requirement may be referenced but should not be repeated in this section.
- (f) References. This paragraph lists DOE Directives, other ORO Directives, laws, regulations, and other documents covering closely related material that are referenced in the ORO Chapter or that provide additional information to assist in implementation of the ORO Chapter. Referenced documents are identified by issuing organization, number, title, and date of issuance. If the relationship of the

referenced document to the subject matter of the ORO Chapter is not clear, an explanatory sentence is also included. Referenced documents are not requirements merely because they are listed in this section. Correlating documents listed in the Purpose paragraph are not listed in the references. References will be listed in the following order:

- Federal laws and regulations,
- DOE Directives,
- ORO Directives, and
- Other documents.

- (g) Definitions. Generally, terms used in the Directive are defined in the text or are common usages included in standard dictionaries. Occasionally, terms used have a specific meaning or must be defined to ensure adequate understanding and implementation of the document. Such terms are included and defined in this section. If the list of definitions is more than one page, it is referenced here and included as an attachment. The term should be in all capital letters and bold.
- (h) Contractor Requirements Document. This paragraph identifies where to find contractor responsibilities. If there is a CRD, this paragraph states “See Attachment 1, Contractor Requirements Document.” and then the CRD is Attachment 1 to the Chapter. If there is not a CRD, this states “None.” or sometimes this paragraph references the DOE Directive’s CRD.

The CRD, which is Attachment 1 to the Chapter, identifies tasks that contractors are required to perform. Instructions for application of the CRD to a contractor are included in the Applicability paragraph. A CRD is not necessary for an ORO Chapter if the requirements are duplicative to requirements contained in a DOE Directive; **however**, a CRD is necessary if:

- Further local supplemental requirements/instructions not included in the correlating DOE Directive are being imposed on the contractor; or
- The DOE Directive does not contain a CRD, but is applicable to contractors and is unclear which requirements may apply to contractors.

NOTE: The CRD to an ORO Directive does not become contractually binding until added to List B and List B is issued via a Contract Modification issued by the CO (See ORO O 250, Chapter VIII, REQUIREMENTS CHANGE NOTICES).

- (i) Attachments. List by number designation. A CRD, if applicable, is listed first. Sample forms and definition lists are examples of other attachments.
- (4) ORO Manuals. Manuals are not stand-alone documents; they are supplements to ORO Chapters prepared when the requirements and procedural information in the Chapter exceeds 10 pages. Each Manual must have a Table of Contents and may be divided into Chapters.

- (5) ORO Notices. The following examples of material may be included in a Notice.
 - (a) Time-limited material such as information on pilot programs or the conduct of short-term projects. For this type of Notice, the material may be presented in whatever format is appropriate.
 - (b) Material that needs to be distributed quickly, without full editorial analysis and coordination with all parties that may be affected by the material. In this case, the Notice typically follows the format and content requirements for ORO Chapters, unless DMG agrees to an alternate approach.
 - (c) Notification that an ORO Directive has been canceled. DMG originates this type of Notice using a standard format.
- e. ORO Directive Changes and Revisions.
 - (1) When an Order is substantially modified (i.e., a Chapter is added or deleted), the Order must be updated to reflect the changes and then reissued. It is denoted by a new revision number.
 - (2) Modified ORO Chapters, Notices, and Manuals are issued in their entirety. Modified ORO Chapters and Notices are denoted by change numbers. Modified ORO Manuals are denoted by revision numbers.
- f. ORO Directives Cancellations. The DPI must approve the cancellation of an ORO Directive or part thereof. The cancellation process is as follows:
 - (1) The cancellation of one Chapter by another when both correlate to the same DOE Directive is noted in Paragraph 2 of the new Chapter.
 - (2) The cancellation of one Chapter by another when they do not correlate to the same DOE Directive is also noted in Paragraph 2 of the new Chapter.
 - (3) The cancellation of a Chapter not being replaced is accomplished via an ORO Notice in the 251 Series.
- g. Unauthorized Directives. Any ORO or contractor employee may request DMG to determine if a document contains Directives-type material issued outside the Directives system. If the document was originated in ORO, DMG works with the originator to determine if the document truly contains Directives material and, if so, to cancel the document or capture the information in an ORO Directive. Unauthorized Directives are sometimes call “Rogue Directives” or “Rogue Documents.” Per ORO M 251.1-1A, Directives-type material is *“Specifically, requirements that cross organizational lines but are not issued within the Directives System are considered unauthorized directives.”* See ORO M 251.1-1A, Chapter V, *“Unauthorized Directives,”* for further information.
- h. ORO Directives Review. ORO Orders, Chapters, and Manuals will be reviewed every 2 years in a sunset review process to determine whether cancellation, revision, or continuation is appropriate. If not canceled, revised, or formally certified for continuation by the DPI, the

Directive (except ES&H-related) automatically expires on the fourth anniversary of its latest revision/certification. Only the Chapters of ORO Orders close to their 2-year anniversary date need be reviewed, not the entire Order.

- (1) A quarterly notice is sent to the DPI for each Chapter under its jurisdiction where more than 2 years have passed since the last revision. The DPI response is required within 10 working days of notification.
- (2) Upon determining whether the Chapter should be canceled, revised, or certified as still accurate and necessary, the DPI forwards that information to DMG. If the Chapter is to be revised, the DPI provides a proposed date (not to exceed 120 calendar days) for completing and forwarding a draft revision to DMG.

6. REFERENCES.

- a. ORO O 250, Chapter I, Change 3, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated October 31, 2003, and any subsequent revisions.
- b. ORO O 250, Chapter III, Change 3, ORO TECHNICAL STANDARDS PROGRAM, dated October 31, 2003, and any subsequent revisions.
- c. ORO O 250, Chapter IV, Change 3, IMPACT ASSESSMENTS, dated October 31, 2003, and any subsequent revisions.
- d. ORO O 250, Chapter V, Change 4, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, dated October 31, 2003, and any subsequent revisions.
- e. ORO O 250, Chapter VI, Change 3, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, dated October 31, 2003, and any subsequent revisions.
- f. ORO O 250, Chapter VII, Change 3, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS, dated October 31, 2003, and any subsequent revisions.
- g. ORO O 250, Chapter VIII, Change 1, REQUIREMENTS CHANGE NOTICES, dated October 31, 2003, and any subsequent revisions.
- h. ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
- i. ORO O 250, Chapter XI, DELEGATIONS OF AUTHORITY, MEMORANDUMS OF UNDERSTANDING, AND AUTHORIZATION AGREEMENTS, dated October 31, 2003, and any subsequent revisions.

7. DEFINITIONS. See Attachment 2 of ORO O 250, Chapter I, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, 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 – ORO Control Form – Final Directive.
 - c. Attachment 3 - NNSA/YSO Control Form – Final 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. Contractor Directives Points of Contact must register on the DMG Home Page (http://www.ornl.gov/doe/doe_oro_dmg/), “*Register for E-Mail Notifications on Directives*” link, to receive notification of the publication of new/revised ORO Directives or the cancellation of ORO Directives.
2. Contractors will provide comments, if they have any, on draft ORO Directives as requested.

ORO CONTROL FORM - FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE: TITLE**
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 Work Smart Standards (WSS) Sets or Standards/Requirements Identification Documents (S/RIDs) 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: DESCRIPTION (NOTE IF SUNSET REVIEW)

5. **CONTACT POINT:** _____

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	00/00/0000	ORO Control Form	00/00/0000
ORO O XXX, Ch. X, Chg. X	00/00/0000	ORO O XXX, Ch. X, Chg. X	00/00/0000

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

Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 10/31/2003

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):		
DIRECTIVE NUMBER, TITLE, AND DATE:		
PURPOSE OF TRANSMITTAL: _____ New Directive _____ Revised Directive		
DOES THIS DIRECTIVE <u>CANCEL/REPLACE</u> OR <u>EXTEND</u> 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):		
The attached Directive is forwarded for review and action. Complete Part B and forward (i.e., first via fax and then by mail) the completed and signed hard copy of the form to the ORO Directives Management Group (DMG), AD-440, by <u>00/00/2003</u> .		
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:		
<i>Many 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.</i>		
SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? _____ 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:		
FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED? Is a new or revised supplemental Directive required? _____ Yes _____ No If "Yes," target date for submission of draft supplemental Directive is _____.		
IDENTIFY CONTACT POINT: _____ Name Telephone		
APPROVED BY COR FOR DIRECTIVES: <u>Diane McCarten</u> _____ (865) 576-9330 Signature Date Telephone		
PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):		
<i>DOE Directives are available on the DOE Directives 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/doe_oro_dmg/oro_dir.htm. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.</i>		
APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:		
_____ Name Date		
INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 10/31/2003)		