

U.S. Department of Energy

Oak Ridge Office

ORO O 250 Chapter II Change 6

DATE: 04/18/2006

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 Office (ORO) and its 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 5, OAK RIDGE OPERATIONS DIRECTIVES SYSTEM, dated December 3, 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) 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. Provides, by established deadlines, information to DMG for completion of the Control Form for DOE/ORO Directive (See Attachment 2, of this Chapter).

When there is a related DOE Directive, this information is provided via the Control Form (See Chapter X, Attachment 2, of this Directive) which is forwarded from DMG. The DPI indicates on the Control Form if a new or revised ORO Directive is required and indicates contractor applicability and the subject matter expert. When an ORO Directive is finalized, the DPI signs the control form as approval of the Directive.

- (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. Provide draft ORO Directive to DMG, one month prior to sunset review date.
- 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 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. 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 and contractor review of draft ORO Directives, ensures that comments are considered and dispositioned, and prepares Directives for final approval.
 - (4) Approves publication of new/revised ORO Directives.
 - (5) Develops and maintains electronic distribution systems and ensures that Directives are readily accessible to ORO 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 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 ORO,
 - Provides capability of developing a unique Directive for ORO,
 - 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, of this Chapter).

ORO Chapters also apply to the Office of Scientific and Technical Information in those functions where ORO provides service to that organization.

- (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. Cancellation Notices expire no later than six months 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.
- (5) ORO Guides provide guidance, not requirements, for implementation of ORO Chapters.

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. Changes 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 numbers or letters.
 - (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.
 - (5) ORO Guides are tied to the number of the ORO subject category.
- 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 and submits to DMG 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 of this Chapter.
 - (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.
 - (4) DMG then requests input from the DPI for the completion of the Control Form for DOE/ORO Directive. (See Attachment 2, of this Chapter).
 - (5) The DPI provides, by established deadlines, information on contractor applicability and the name of a subject matter expert. If applicability to the contractor is indicated, an Impact Assessment letter is prepared by the DMG for the CORs signature.
 - (6) DMG transmits the draft ORO Directive to appropriate ORO and contractor organizations, which have 15 working days for review and comment.
 - (7) 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.

- (8) The DPI will review and resolve all comments and approve the final Directive. Issues are raised to whatever level of management is necessary to reach a decision.
 - (9) DMG assists the DPI in the preparation of a final ORO Directive that incorporates accepted comments.
 - (10) DMG approves publication and provides electronic distribution of the 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. 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.
- 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. 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 this Directive, 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.
- (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.

- (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 can be stand-alone documents or 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.

- (6) ORO Guides. Guides can be stand-alone documents or supplements to ORO Chapters which give additional guidance that may be followed but is not required.
- 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, Manuals, and Guides are issued in their entirety. Modified ORO Chapters and Notices are denoted by change numbers. Modified ORO Manuals and Guides 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 called “Rogue Directives” or “Rogue Documents.” Per DOE 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 DOE 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. 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 draft ORO Directive to DMG one month prior to the sunset review date.

6. REFERENCE.

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. Contractor Directives Points of Contact must register on the Directives Management Group Home Page to receive notification of the publication of new/revised Oak Ridge Office (ORO) Directives or the cancellation of ORO Directives.
2. Contractors will provide comments, if they have any, on draft ORO Directives as requested.

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)