

# 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 III, Change 3, ORO TECHNICAL STANDARDS PROGRAM, dated 10/31/2003**

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 is part of the sunset review process and contains major updates.

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	04/25/2001	ORO Control Form	10/31/2003
ORO O 250, Ch. III, Chg. 2	04/25/2001	ORO O 250, Ch. III, Chg. 3	10/31/2003

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](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 10/31/2003  
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 III, CHANGE 3, ORO TECHNICAL STANDARDS PROGRAM,  
dated 10/31/2003**

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 III, Change 2, ORO TECHNICAL STANDARDS PROGRAM,  
dated 04/25/2001

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **11/21/2003**.

### 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 11/17/2003 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/roe/roe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/roe/roe_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 11/19/2003  
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 III Change 3
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**DATE: 10/31/2003**

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**SUBJECT: ORO TECHNICAL STANDARDS PROGRAM**

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1. PURPOSE. This Chapter correlates to DOE O 252.1, TECHNICAL STANDARDS PROGRAM, dated November 19, 1999. This Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO, the National Nuclear Security Administration Y-12 Site Office (YSO), and their contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter III, Change 2, ORO TECHNICAL STANDARDS PROGRAM, dated April 25, 2001.
3. APPLICABILITY. This Chapter applies to ORO/YSO Principal Staff. Although the Contractor Requirements Document (CRD) attached to DOE O 252.1, TECHNICAL STANDARDS PROGRAM, is applicable to contractors, no additional requirements are imposed in this Chapter.
4. RESPONSIBILITIES.
  - a. Divisions of Primary Interest (DPIs).
    - (1) Provide comments to Directives Management Group (DMG) on draft DOE Technical Standards by established deadlines.
    - (2) Obtain their management's approval on comments before submittal to DMG.
    - (3) Review and concur or justify disagreements on submitted contractor comments.
  - b. Principal Staff, including Contracting Officers/Contracting Officer's Representatives.
    - (1) Perform those tasks identified in DOE O 252.1, Paragraph 5b.
    - (2) Following annual call, forward each newly completed or updated DOE F 1300.2 (see Attachment 1) to the DMG for submission to DOE Headquarters (HQ). Forms are available at <http://www.directives.doe.gov/forms/index.html>.
    - (3) Include this directive in each procurement package requiring the application of DOE O 252.1 and identify the specific requirements with which a contractor or awardee must comply.
    - (4) Ensure that all programs, facilities, and projects under their cognizance comply with the requirements of DOE O 252.1.

- (5) Keep DMG informed of progress and problems on DOE Technical Standards activities.
  - (6) Provide comments to DMG on draft DOE Technical Standards by established deadlines.
- c. Y-12 Site Office.
- (1) Provides comments to DMG on draft DOE Technical Standards by established deadlines.
  - (2) Include this directive in each procurement package requiring the application of DOE O 252.1 and identify the specific requirements with which a contractor or awardee must comply.
- d. Team Leader, Directives Management Group.
- (1) As the ORO Technical Standards management organization, coordinates and ensures adequate review of DOE Technical Standards issues.
  - (2) Ensures development and implementation of an ORO Technical Standards program which meets the requirements of DOE O 252.1, and provides advice and assistance to other ORO/YSO organizations and contractors on the application of this program.
  - (3) Performs those tasks identified in DOE O 252.1, Paragraph 5e.
  - (4) Coordinates staff review of proposed DOE Technical Standards documents received for field comment, ensuring that all appropriate groups are given an opportunity to comment on such documents. Coordinates resolution of conflicting positions and consolidates comments for submission to DOE HQ.
  - (5) Maintains a library of approved DOE Technical Standards, if provided, for use by all ORO organizations and requests standards searches from the DOE HQ Technical Standards Program Office.
  - (6) Prepares any needed reports on the ORO Technical Standards Program.
  - (7) Maintains the DMG Home Page with a list of all DOE Technical Standards that are on file in DMG, including a list of the draft DOE Technical Standards that have been reviewed by ORO, YSO, and their contractors and the comments that were submitted. Copies of DOE Technical Standards may be retrieved by accessing the DMG Home Page link to the DOE HQ Technical Standards Web Site. The DMG Home Page address is [http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/).
5. REQUIREMENTS AND PROCEDURES.
- a. Draft DOE Technical Standards.
- (1) DMG receives draft DOE Technical Standards for coordination and determines which organizations will be asked to comment.
  - (2) DMG prepares and sends a formal e-mail to organizations requesting review and comment.

- (3) Organizations forward comments in electronic form to DMG and recommend which comments should be classified as essential or suggested comments. Definition for these categories is provided on DOE F 1300.6 (See Attachment 2).
- (4) DMG analyzes comments for clarity and consistency, resolves differences among organizations, and prepares a consolidated reply that represents ORO's position on the draft DOE Technical Standard. Contractor comments are included in the package along with ORO's position on those comments. Final comment package is provided to HQ on DOE F 1300.6.
- (5) DMG coordinates resolution of essential comments with DOE HQ, provides copies of any comment resolution packages to commenters, and maintains files of draft technical standards, comments made, and responses received.

6. REFERENCES.

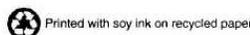
- a. DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE, dated November 19, 1999.
- b. ORO O 250, Chapter I, Change 3, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated October 31, 2003, and any subsequent revisions.
- c. ORO O 250, Chapter II, Change 4, ORO DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
- d. ORO O 250, Chapter IV, Change 3, IMPACT ASSESSMENTS, dated October 31, 2003, and any subsequent revisions.
- e. ORO O 250, Chapter V, Change 4, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, dated October 31, 2003, and any subsequent revisions.
- f. ORO O 250, Chapter VI, Change 3, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, dated October 31, 2003, and any subsequent revisions.
- g. ORO O 250, Chapter VII, Change 3, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS, dated October 31, 2003, and any subsequent revisions.
- h. ORO O 250, Chapter VIII, Change 1, REQUIREMENTS CHANGE NOTICES, dated October 31, 2003, and any subsequent revisions.
- i. ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
- j. 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. None. See CRD for DOE O 252.1, TECHNICAL STANDARDS PROGRAM.
9. ATTACHMENTS.
  - a. Attachment 1, DOE F 1300.2, U.S. DOE Record of Non-Government Standards Activity
  - b. Attachment 2, DOE F 1300.6, U.S. DOE Comment and Resolution Sheet

DOE F 1300.2 (07-94) All Other Editions Are Obsolete		<b>U.S. DEPARTMENT OF ENERGY</b> <b>RECORD OF NON-GOVERNMENT STANDARDS ACTIVITY</b> (See reverse side for instructions)		OMB Control No. 1910-0900 OMB Burden Disclosure Statement on Reverse	
1. Type of Submittal <input type="checkbox"/> Initial Submittal <input type="checkbox"/> Revision of information previously submitted <input type="checkbox"/> Termination of membership (complete blocks 1-8f only)					
2. Name (last, first, initial)		3. Title		4. Organization Routing Symbol	
5. Mailing Address		6. Employment Status <input type="checkbox"/> DOE Employee <input type="checkbox"/> Other (specify) _____			
7. Office Telephone Number ( ) _____ Fax ( ) _____		8a. Name of Non-Government Standards Body (NGSB)  Country _____			
8b. Name of Main Committee  Main Committee Number _____			8b. Name of Main Committee  Main Committee Number _____		
8c. Type of Main Committee (check one) <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other (specify) _____			8c. Type of Main Committee (check one) <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other (specify) _____		
8d. Name of Subcommittee  Subcommittee Number _____			8d. Name of Subcommittee  Subcommittee Number _____		
8e. Name of Task or Working Group (WG)  Task or WG Number _____			8e. Name of Task or Working Group (WG)  Task or WG Number _____		
8f. Other Activity if not listed above (specify)  Number _____			8f. Other Activity if not listed above (specify)  Number _____		
9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other (specify) _____			9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other (specify) _____		
10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting			10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting		
11. Representation <input type="checkbox"/> DOE <input type="checkbox"/> Other (specify) _____					
12. Brief scope of the activity		13. Signature of Participant		Date	
		14. Signature of Approving Official		Date	
		15. Title of Approving Official			

Mail to: Technical Standards Program Office  
c/o Performance Assurance Project Office  
P.O. Box 2009, Oak Ridge, TN 37831-8065



DOE F 1300.2  
(07-94)  
All Other Editions Are Obsolete

OMB Control No.  
1910-0900

## INSTRUCTIONS

### OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, D.C. 20503.

1. Indicate type of submittal by placing a check mark in the appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Technical Standards Program Office by telephone (615-574-0396.) If recording termination of a membership, complete block 1-8f only. **[Note: Sections 8b through 10 must be completed for each committee, subcommittee, or working group of the NGSB noted in block 8a of which the participant is a member (each form can be used for 2 committees). Multiple forms may be necessary if the participant is a member of numerous activities within one NGSB or is a member of more than one NGSB.]**
2. Name of individual participating in a non-Government standards activity.
3. Title of person participating in a non-Government standards activity.
4. Organization of which the person is a member: U.S. Department of Energy (DOE) - list organization number (EH-1, ER-8, DP-42 etc.); Contractors list company name and DOE organization supported (Oak Ridge National Laboratory - ER, Westinghouse Savannah River Site - DP, etc.)
5. Mailing address of person participating in a non-Government standards activity.
6. Indicate whether the person participating in a non-Government standards activity is a direct DOE employee, or is a contractor.
7. Office telephone number and fax number.
- 8a. Enter the name of the NGSB and the country under whose auspices the standards committee is operating.
- 8b. Name (and number) of the Main Committee the standards group (subcommittee/working group etc.) reports to. Example: Nuclear Fuel Cycle - C26
- 8c. Type of Main Committee. (If only recording participation on a main committee, do not complete blocks 8d - 8f.
- 8d. Name (and number) of the Subcommittee. (Complete blocks 8d thru 8f to the lowest level group being recorded on this form.
- 8e. Name (and number) of the task or working group (WG).
- 8f. Include any working Sub-Group not listed above that the person participating in a non-Government standards activity is involved in.
9. Record your current or planned position in an activity.
10. Indicate whether the member is able to vote on issues brought before the NGSB committee. (Liaison members often do not vote.)
11. DOE employees and contractors who are formally designated by the appropriate senior line manager to participate in the activities of NGSBs as an official DOE representative should check the "DOE" block. DOE employees and contractors who are members of technical or professional societies and associations because of personal or professional interest should check the "Other" block.
12. Briefly describe the scope of the activity.
13. Signature of participant and date signed.
14. DOE employees and contractors who will be the DOE representative must obtain the signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
15. Title of Approving Official.



DOE F 1300.6  
(01-94)

U.S. DEPARTMENT OF ENERGY

OMB Control No.  
1910-0900

### COMMENT AND RESOLUTION SHEET

1. Title of the DOE Technical Standard.
2. Identification number of the DOE Technical Standard (e.g., DOE-STD-1027-92). Use Project Number for new documents (e.g. FACR-0121).
3. Date of the document that is being reviewed. (This date will identify the draft, revision level, release, or version of the document).
4. Date that the comments are being forwarded by the document reviewer.
5. Commenting individual's name, address, company, and signature. If more than one sheet is used, the individual need only initial this block on all additional sheets.
6. Work telephone number of the person making the comments.
7. Name, signature, and office designation of the person resolving the listed comments.
8. Work telephone number of the person resolving the comments.
9. Sequential number of each comment to be resolved.
10. Document page number where the comment applies or from where it is derived.
11. Location of the original statement. When a Technical Standard is divided into numbered sections or subsections, insert the complete number designation (e.g. 2.3.1) of the section.
12. Specify whether the comment is essential or suggested. (E or S)
13. Use the first part of the comment to refine further the exact location of a given comment (for example: "the fifth word in line six is misspelled.") Then enter the comment as clearly as possible. Use as many lines as necessary to describe the comment.
14. Response to each comment. To be filled in by the person identified in block #7. Each comment must be answered. May enter "comment incorporated" to indicate acceptance of a comment as written. In such cases, no further explanation is needed. Where comments are not accepted, or are accepted in part, detail the rationale for non-acceptance of the comment.
15. Indicate the sequential order of comment resolution sheets and the total number of sheets that comprise the comment resolutions.

#### OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, Policy, Plans, Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900) U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.