

**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:**

**ORO O 240, REVISION 6, INFORMATION MANAGEMENT, dated 07/19/2006**

**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):**

This Revision cancels and replaces ORO O 240, Revision 5, INFORMATION MANAGEMENT, dated 02/11/2004.

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 07/20/2006.

**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.**

**SEE INDIVIDUAL CHAPTERS**

**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: SEE INDIVIDUAL CHAPTERS**

Name

Organization

*Original Signed By  
Jennifer Hamilton For*

**7. APPROVED BY:** Wayne H. Albaugh, Team Leader Directives Management Group, AD-440 07/19/2006

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:**

*Original Signed By  
Jennifer Hamilton For*

Wayne H. Albaugh

07/19/2006

DMG Team Leader, AD-440

Date

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

(Revised 02/10/2006)



# U.S. Department of Energy

Oak Ridge Office

## ORDER

ORO O 240  
Revision 6

DATE: 07/19/2006

### **SUBJECT: INFORMATION MANAGEMENT**

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1. PURPOSE. This Directive provides detailed requirements for the Oak Ridge Office (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 5, INFORMATION MANAGEMENT, dated February 11, 2004.
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 5, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated July 15, 2005.

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  
Jennifer Hamilton For*

Wayne H. Albaugh, Team Leader  
Directives Management Group

ORO O 240, Revision 6  
07/19/2006

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

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