

U.S. Department of Energy

Oak Ridge Operations

ORO O 250
Chapter IV

DATE: 8-13-96

SUBJECT: CONTRACTOR DIRECTIVES APPENDIX

1. PURPOSE. This Chapter assigns responsibility and accountability and provides administrative and contractual guidance to Oak Ridge Operations (ORO) and contractors on the development and maintenance of contractual appendixes listing applicable directives. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 1300.X1A, OAK RIDGE OPERATIONS STANDARDS MANAGEMENT PROGRAM, Attachment B, Chapter 3, dated July 26, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and management and operating (M&O) contractors.
4. RESPONSIBILITIES.
 - a. Principal Staff review new and revised directives to establish ORO's positions on applicability of the document to a particular contract.
 - b. Leader, Directives Management Group (DMG).
 - (1) Provides advice and assistance on the requirements of this Chapter.
 - (2) Maintains the contractual appendixes and ensures coordination of all issues with Divisions of Primary Interest (DPI) and Contracting Officers' Representatives (COR).
5. REQUIREMENTS AND PROCEDURES.
 - a. Background. ORO's contracts with Lockheed Martin Energy Systems, Inc. (LMES); Lockheed Martin Energy Research (LMER); and Oak Ridge Associated Universities (ORAU) provide for inclusion of applicable DOE directives in an appendix to the contract. ORAU's appendix includes all applicable directives. LMES's and LMER's appendixes do not include environment, safety, and health (ES&H) directives (ES&H requirements are covered in the Work Smart Standards documents, which are described in Chapter V of this Order). The LMER contract also contains a provision that places a \$100,000 per requirement/\$1 million per year limit on the cost of implementation.
 - b. Referral and Review of New and Revised Directives.
 - (1) The DMG transmits to the contractor each new and revised directive that the DPI considers to be applicable to a particular contract.

- (2) The contractor reviews the directive for applicability and consistency with other provisions of its contract(s). It determines whether the directive is applicable and whether it can be implemented within existing funds and within six months from the date formally received.
 - (3) The contractor provides written notification to the DMG of the results of this review within 30 days of receipt of the directive.
 - (4) If the directive is determined to be applicable and consistent with the contract, it is added to the contract appendix at its next revision. If the contractor determines the directive to be inapplicable or inconsistent, representatives from the COR, the DPI, the DMG, and the contractor work to resolve the disagreement.
 - (5) If the contractor cannot come into compliance with a directive included in the contract appendix within existing funds and within six months from receipt of the directive, the contractor prepares an implementation plan that meets the requirements of Chapter VI of this Order.
6. REFERENCES. None.
 7. DEFINITIONS. None.
 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
 9. ATTACHMENTS.
Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter shall develop management systems and processes that align with the requirements and procedures contained in paragraph 5 of this Chapter.