



# U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Rev. 2 Chapter IV
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**DATE:** 03-27-98

**SUBJECT: CONTRACT DIRECTIVES APPENDIX**

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1. PURPOSE. This Chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to Oak Ridge Operations (ORO) and contractors on the development and maintenance of contract appendixes listing applicable directives. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter IV, dated August 13, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and all management and operating (M&O) contractors and management and integrating (M&I) contractors with the clause 48 Code of Federal Regulations 970.5204-78, "Laws, Regulations, and DOE Directives (June 1997)," or an essentially similar clause, in their contracts.
4. RESPONSIBILITIES.
  - a. Divisions of Primary Interest (DPI) review new and revised DOE and ORO directives to establish ORO's position on applicability of the document to particular contracts and provide this information to the Directives Management Group (DMG).
  - b. Contracting Officer's Representative (COR) maintains the contract appendixes and ensures coordination of all issues with the DPI, unless some or all of this authority has been delegated to the DMG for particular contracts.
  - c. Leader, Directives Management Group.
    - (1) Provides advice and assistance on the requirements of this Chapter.
    - (2) Analyzes new and revised directives to assist in the identification of new material, modifications, and deletions; and provides this information to the DPI and COR(s) to assist in their review of directives.
    - (3) Serves as the COR for Directives for assigned contracts. As such is responsible for maintaining contract directives appendix and ensuring coordination of all issues with the DPI and COR(s). For other contracts, assists in preparation of correspondence, analysis of issues, and coordination with the DPI as requested by the COR where the program COR is also the COR for Directives.
5. REQUIREMENTS AND PROCEDURES.
  - a. Background. ORO's contracts with its M&O and M&I contractors provide for development of a list of applicable DOE and ORO directives that are to be included in an appendix to the contract.

This appendix may contain applicable environment, safety, and health (ES&H) directives, or ES&H requirements may be contained instead in Work Smart Standard (WSS) sets or a Standards/Requirements Identification Document (S/RID). WSS sets and/or S/RIDs can be listed in the contract appendix or separately. The requirements and procedures of this Chapter relate only to the review of DOE and ORO directives for inclusion in the contract directives appendix, not for consideration of modifications to established WSS sets or S/RIDs. For information on development and maintenance of WSS sets, see ORO O 250, Chapter V; for S/RID maintenance, see ORO O 250, Chapter VII.

- b. Referral and Review of New and Revised Directives for Inclusion in the Contract Directives Appendix. (Note: the DMG serves as the COR for Directives for some ORO M&O and M&I contracts. Where the DMG is not so delegated, the program COR serves in this role.)
- (1) The COR for Directives transmits to the contractor each new and revised non-ES&H DOE and ORO 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 its agreement that 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 COR for Directives 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 ORO O 250, Chapter VI.
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.