

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

## PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 250, Chapter II, Chg. 3, OAK RIDGE OPERATIONS DIRECTIVES SYSTEM**
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)  
 Yes If yes, whom?  BWXT Y-12  UT-B  ORAU  SURA  
 Bechtel Jacobs Company  
 Other contractors (list by type)

*Many ORO contractors have approved S/RIDs or 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.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?  
 No  Yes If yes, describe: This chapter has been revised to reflect current policy. Subparagraphs 4a(2), 4b(1), 4b(3)-(4), 4b(6), and 4c(2) have been revised. The previous subparagraph 4c(4) has been deleted, and the following subparagraph has been renumbered and revised. Previous subparagraphs 4d(8) and (9) have been deleted. Subparagraphs 5c(5), 5c(8), 5d(2), 5d(3)(d), 5d(3)(e), 5d(3)(h), 5f (1<sup>st</sup> paragraph), 5g (1<sup>st</sup> paragraph), and 5i have been revised. The heading of 5j, and 5j(1)-(3) have been revised. Previous subparagraphs 7a and 7b have been deleted. On Attachment 1 (CRD), paragraph 4 has been revised and the previous paragraph 7 has been deleted and replaced with a new paragraph.
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 O 250, Chapter II,<br>Chg. 2, Pages II-1 through II-31 | 12/13/1999   | ORO O Control Form<br>ORO O 250, Chapter II,<br>Chg. 3, Pages II-1 through II-35 | 04/25/2001<br>04/25/2001 |

*ORO Orders are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm). The ORO Orders 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*

Kenneth W. Warden, AD-440  
Signature Management Analyst, AD-440

04/25/2001  
Date

# U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter II Change 3
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**DATE: 04/25/2001**

**SUBJECT: OAK RIDGE OPERATIONS DIRECTIVES SYSTEM**

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1. PURPOSE. This chapter correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998, and describes the implementation of the directives system within Oak Ridge Operations (ORO). It assigns responsibility and accountability, describes ORO participation in the development of 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 2, OAK RIDGE DIRECTIVES SYSTEM, dated December 13, 1999.
3. APPLICABILITY. The provisions of this chapter apply to ORO organizations and to contractors with DOE or ORO directives in their Contract Requirements Baseline (CRB) (i.e., administrative directives, Standards/Requirements Identification Document [S/RID], or Work Smart Standards [WSS] set).
4. RESPONSIBILITIES.
  - a. Assistant Manager for Administration (AMA).
    - (1) Approves ORO directives, except changes thereto that are approved in accordance with subparagraph 4d(4) below.
    - (2) Decides whether ORO will challenge a contractor's appeal to DOE Headquarters (HQ) concerning imposition of additional requirements through a DOE or ORO directive.
    - (3) Approves ORO comments on Directives Management Documents (DMD) and draft DOE directives. Decisions to take unresolved major issues to the Field Management Council (FMC) must be cleared with the Manager or Deputy Manager.
  - b. Divisions of Primary Interest (DPI).
    - (1) Determine, subject to concurrence of the Directives Management Group (DMG), whether an ORO directive or revision is needed, and, if so, prepare a draft that conforms to the requirements of this chapter. This information is provided for related DOE directives via the DOE Directives Control Form forwarded from the DMG. On the DOE Directives Control Form, indicate any significant changes if the directive revises a previous directive.
    - (2) Prepare justifications and cost analyses for new requirements when requested by the DMG.

- (3) Review existing ORO directives on a continuing basis for which they are responsible to ensure they are current. Submit requests for cancellation, revisions, or recertification of accuracy to the DMG as necessary. As appropriate, coordinate with other affected ORO and contractor organizations to ensure that the ORO directives for which they are responsible reflect accurate and current information concerning the requirements, policies, or procedures contained in that directive. If a timely response is not received, a request will be elevated to the Assistant Manager's office. If the Assistant Manager's office takes no action within 30 calendar days, the issue will be considered terminated.
- (4) 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.
- (5) When requested by the DMG during the sunset review process, determine in a timely manner whether the ORO directives for which they are responsible should be canceled, revised, or remain the same. As appropriate, coordinate this decision with affected ORO and contractor organizations to ensure that the directive reflects accurate and current information concerning requirements, policies, or procedures.
- (6) Take action within 30 calendar days after being advised by a member of the Principal Staff that changes in requirements, policies, or procedures could necessitate a change to the ORO directives for which they are responsible. The DMG should be copied on all correspondence.

c. Principal Staff.

- (1) Provide comments to the DMG on draft DOE/ORO directives in a timely manner.
- (2) Provide the DMG with Directives Points of Contact for electronic notification of publication of control forms for DOE/ORO directives. Register on the DOE Directives System Portal [<http://www.directives.doe.gov>] and the DMG Home Page [[http://www.ornl.gov/doe\\_oro\\_dmg/index.htm](http://www.ornl.gov/doe_oro_dmg/index.htm)] to receive notification of new and revised DOE/ORO directives.
- (3) Review draft DOE directives for operational and cost impact, clarity, and consistency with related directives, and provide comments to the DMG in sufficient time to allow for consolidation and coordination of comments before DOE HQ due dates.
- (4) Advise the respective DPI in a timely manner after becoming aware of changes in requirements, policies, or procedures that could necessitate a change to that DPI's ORO directive. As described in paragraph 4b(6) above, the DMG should be copied on all correspondence.

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 determination of need or lack of need for each directive, update, and revision, and assists the DPI in developing ORO directives that conform to the objectives and requirements of this chapter prior to forwarding them for approval.
- (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 minor changes to ORO directives, such as updating organizational nomenclature, effecting minor editorial clarifications, and correcting typographical, printing, or assembly errors.
- (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 review process by which ORO directives are reviewed biennially (“sunset review process”) for accuracy and sufficiency.
- (7) Coordinates staff review of DMD and draft DOE directives, including Policy Statements, Orders, Manuals, Notices, Guides, and DOE Technical Standards, and coordinates resolution of conflicting positions; and consolidates comments for the AMA’s signature.

5. REQUIREMENTS AND PROCEDURES.a. Types of ORO Directives.

- (1) ORO Orders correlate to DOE Orders by subject matter category (i.e., a single ORO Order will correlate to all DOE Orders within a subject matter series). For example, ORO O 450, PROTECTION OF THE PUBLIC AND ENVIRONMENT, will correlate to all DOE Orders within subject matter series 450.
- (2) ORO chapters are discrete directives within ORO Orders that correlate typically, but not always, to individual DOE Orders. They assign responsibility and accountability for carrying out requirements of the DOE directive, define procedures for carrying out work within ORO, and, where appropriate, identify supplemental requirements/instructions to be observed by contractors. They 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. They are used to transmit time-limited information or when

immediate issuance without full coordination is required. They are also used to cancel ORO directives. They expire no later than 1 year from issuance.

- (4) ORO Manuals supplement ORO Order 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) Oak Ridge Implementation Guidance (ORIG) is an ORO directive that was issued between June 1991 and October 1995. ORIGs are being replaced by ORO Orders and chapters.

b. ORO Directives Numbering System.

- (1) ORO Orders are assigned the three-digit number of the DOE subject matter series to which they relate. Amendments are identified as Revision 1, Revision 2, etc.
- (2) ORO chapters correlate to individual DOE Orders within a subject matter series 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 Order to which it relates.
- (3) ORO Manuals are tied to the number of the ORO Order chapter being supplemented rather than to any existing DOE Manual in the same subject area.
- (4) ORO Orders and Notices that do not correlate to a particular DOE directive, or that correlate to a DOE Rule, 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, Chapter I, use the next chapter number in the ORO Order lead subject category. Two examples of ORO directives of this type are ORO O 110, ORGANIZATION AND STRUCTURE, and ORO O 250, STANDARDS MANAGEMENT.

c. ORO Directives Development Process.

- (1) The DPI, in coordination with the DMG and affected ORO and contractor organizations as needed, determines the need for a new or revised directive and establishes a schedule for completion of a draft.
- (2) The DPI prepares a draft version of the directive or revision based on input from any affected ORO and contractor organization and in accordance with the format specified in subparagraph 5d below. The DPI then submits an electronic copy of the package formatted in WordPerfect to the DMG.
- (3) The DMG analyzes the draft 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. The DMG works with the DPI until both organizations are satisfied with the draft.

- (4) The DMG transmits the draft directive and impact analysis, if applicable, to appropriate ORO and contractor organizations, which have at least 15 working days for review and comment.
  - (5) Reviewers prepare comments on the draft documents. If the 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 directive.
  - (6) The DPI and DMG will review and resolve all comments. Issues are raised to whatever level of management is necessary to reach a decision.
  - (7) The DMG assists the DPI in the preparation of a final directive that incorporates accepted comments, which is then forwarded to the AMA for approval.
  - (8) The DMG provides electronic distribution of the approved directive via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of directives and associated historical files.
- 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 has been formally granted (see Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, para 5a). 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 Umbrella Orders. The following standard paragraphs are used for each umbrella Order in the sequence given below. If a particular paragraph does not apply, enter "None." Each umbrella Order must have a Table of Contents.
    - (a) Purpose. This paragraph states why the Order is being issued. Refer to paragraph 1 of ORO O 250, STANDARDS MANAGEMENT, 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 Umbrella Order and the ORIG/ORO Orders being canceled and replaced by each chapter.

- (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. It also tells whether the chapter stands alone or correlates to a DOE directive. 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(s), Assistant Managers, the DPI, other organizations with assigned responsibilities, Principal Staff, Contracting Officers (CO)/Contracting Officer's Representatives (COR), and others.
  - (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.
  - (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.

- (h) Contractor Requirements Document. This paragraph identifies where to find contractor responsibilities. The CRD identifies tasks that contractors are required to perform and the universe of subcontractors to which the prime contractor is to flow down requirements. Instructions for application of the CRD to a contractor are included in the Applicability paragraph. A CRD is not necessary for an ORO chapter that correlates to a DOE directive unless supplemental requirements/instructions not included in the correlating DOE directive are being imposed on the contractor; or unless the DOE directive does not contain a CRD, but is applicable to contractors and it is not clear which requirements may apply to contractors.

**NOTE:** The CRD to ORO/DOE directives does not become contractually binding until it is placed on the CRB via a Contract Modification issued by the Contracting Officer (See Chapter VIII, REQUIREMENTS CHANGE NOTICES).

- (i) Attachments. List by number designation. Attachments should not exceed several pages in length. A CRD, if applicable, is listed first. Sample forms and definition lists are examples of other attachments.
- (4) ORO Manuals. Manuals are not stand-alone documents; they are 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 Orders, unless the DMG agrees to an alternate approach.
    - (c) Notification that an ORO directive has been canceled. The DMG originates this type of Notice using a standard format.
- e. Exemptions. For information on processing and approval of directive exemption requests, see Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, paragraph 5, of this directive and DOE M 251.1-1A, Chapter VII.

- f. ORO Revisions. Changes are made to directives through complete revision or page changes. A transmittal sheet must summarize content changes and include filing instructions as necessary.
- (1) When a directive is substantially changed (i.e., a chapter is added or a major change in responsibilities occurs), the umbrella Order must be updated to reflect the changes and reissued.
  - (2) Changes to an ORO Order or chapter that involve fewer than half the pages will be issued as page changes. Each changed page contains the change number and date of the change beneath the directive's number.
  - (3) Orders and ORIGs issued prior to January 1996 may not be modified through a page change. These documents must be reformatted using standard chapter format and included as chapters under the lead subject category.
  - (4) ORO Notices cannot be revised through page changes. They must be reissued in their entirety.
- g. ORO Directives Cancellations. The DPI and the DMG must approve the cancellation of an ORO directive or part thereof. The DMG handles cancellations as follows:
- (1) The cancellation of one chapter by another when both correlate to the same DOE Order 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 Order is also noted in paragraph 2 of the new chapter. In addition, to ensure that all interested parties are informed, an ORO Notice will be issued in the subject matter of the canceled chapter that identifies both the canceled chapter and its replacement.
- h. Unauthorized Directives. Any ORO or contractor employee may request the DMG to determine if a document contains directives-type material issued outside the directives system. If the document was originated in ORO, the 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. If the document was originated in DOE HQ, the DMG refers the issue to the Leader, Operations Team 1, Office of Management and Operations Support, DOE HQ.
- i. 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. If not canceled, revised, or formally certified for continuation by the DPI, the directive (except ES&H-related) automatically expires on the fourth anniversary of its issuance. 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.
  - (2) Upon determining whether the chapter should be canceled, revised, or certified as still accurate and necessary, the DPI forwards that information to the DMG. If the chapter is to be revised, the DPI provides a proposed date for completing and forwarding a draft revision to the DMG.
- j. DMD, Draft DOE Directives, and Field Management Council Actions.
- (1) The DMG receives DMD, draft DOE directives, and FMC actions for coordination and determines which organizations will be asked to comment.
  - (2) Organizations forward comments in electronic form to the DMG and recommend which comments should be classified as major issues or suggested comments. Criteria for these categories are provided in DOE M 251.1-1A, Chapter III.
  - (3) The 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 directive or FMC action. Contractor comments are included in the package along with ORO's position on those comments.
  - (4) The DMG forwards the package to the AMA for approval. Thereafter, the DMG forwards the signed comment package to DOE HQ and sends copies to commenting organizations and the DPI.
  - (5) The DMG coordinates resolution of major issues with DOE HQ, provides copies of any written comment resolution packages to commenters, and maintains files of draft directives, comments made, and responses received.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Attachment 1, Contractor Requirements Document.

9. ATTACHMENTS.

- a. Attachment 1 - Contractor Requirements Document.
- b. Attachment 2 - CROSSWALK OF DOE DIRECTIVES TO ORO DIRECTIVES.
- c. Attachment 3 - ORO DIRECTIVE NUMBER STRUCTURE

### **CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors with DOE or ORO directives in their CRB, S/RID, or WSS sets must comply with the following:

1. DOE O 251.1A, Attachment I, Contractor Requirements Document.
2. DOE M 251.1-1A, Chapter II, DIRECTIVES DEVELOPMENT, which directs contractors to provide comments on Directives System documents (e.g., DMDs and draft directives). Comments must be provided to the DMG by the date requested when the document is provided for review.
3. DOE M 251.1-1A, Chapter III, COORDINATION AND ISSUE RESOLUTION PROCESS, which covers development and submission of comments on DMDs and directives. Comments must be provided to the DMG by the date requested when the document is provided for review.
4. DOE M 251.1-1A, Chapter IV, SUPPLEMENTAL DIRECTIVES, which ensures that, under stated conditions, contractors have an opportunity to assess the implementation costs and value added of ORO directives, and allows contractors to appeal imposition of an ORO directive to DOE HQ.
5. DOE M 251.1-1A, Chapter V, UNAUTHORIZED DIRECTIVES, which directs contractors to notify the Directives System Manager (i.e., the DMG) of any documents that may contain information that should be within the Directives System (i.e., rogue directives) and which have been issued outside the System.
6. DOE M 251.1-1A, Chapter VII, EXEMPTIONS, which contains requirements for directives exemption requests. Contractors must submit exemption requests for DOE or ORO Directives requirements to the COR with a copy to the DMG.
7. Registration to receive notification of publication of new/revised DOE/ORO directives can be accomplished at <http://www.directives.doe.gov> for the DOE Directives System Portal and at [http://www.ornl.gov/doe\\_oro\\_dmg/index.htm](http://www.ornl.gov/doe_oro_dmg/index.htm) for the DMG Home Page.

**CROSSWALK OF DOE DIRECTIVES TO ORO DIRECTIVES**

*NOTE: DOE Directives that do not have a corresponding ORO Directive are not listed in this crosswalk.*

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
N/A	N/A	ORO O 110 Chapter I	Organization and Functions - Oak Ridge Operations	AD-44
N/A	N/A	ORO M 110 Chapter I	Office of the Manager	AD-442
N/A	N/A	ORO M 110 Chapter 2	Office of Chief Counsel	AD-442
N/A	N/A	ORO M 110 Chapter 3	Office of Assistant Manager for Laboratories (AML)	AD-442
N/A	N/A	ORO M 110 Chapter 5	Office of Assistant Manager for Uranium and Engineering Services (AMUES)	AD-442
N/A	N/A	ORO M 110 Chapter 6	Office of Assistant Manager for Environmental Management (AMEM)	AD-442
N/A	N/A	ORO M 110 Chapter 7	Office of Assistant Manager for Administration (AMA)	AD-442
N/A	N/A	ORO M 110 Chapter 8	Office of Assistant Manager for Assets Utilization (AMAU)	AD-442
N/A	N/A	ORO M 110 Chapter 9	Office of Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH)	AD-442
N/A	N/A	ORO M 110 Chapter 10	Office of Assistant Manager for Financial Management (AMFM)	AD-442
N/A	N/A	ORO M 220 (Complements ORO O 220, Chapter V)	OAK RIDGE OPERATIONS APPRAISAL MANUAL	FM-73
N/A	N/A	ORO O 230 Chapter I	Environment, Safety, and Health Program for Oak Ridge Operations	SE-32
N/A	N/A	ORO O 230 Chapter III	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Requirements	SE-32

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
N/A	N/A	ORO O 250 Chapter I	ORO Standards Management Program Overview	AD-440
N/A	N/A	ORO O 250 Chapter IV	Impact Assessments	AD-440
N/A	N/A	ORO O 250 Chapter VI	Directive Implementation Plans and Exemptions	AD-440
N/A	N/A	ORO O 250 Chapter VII	Maintenance of Standards/Requirements Identification Documents (S/RIDs)	AD-440
N/A	N/A	ORO O 250 Chapter VIII	Requirements Change Notices	AD-440
N/A	N/A	ORO O 250 Chapter IX	Rule Program Documents, Implementation Plans, and Exemption Requests	AD-440
N/A	N/A	ORO O 320 Chapter II	Processing Personnel Actions	AD-443
N/A	N/A	ORO O 340 Chapter I	Alternative Work Schedule Program	AD-442
N/A	N/A	ORO O 420 Chapter V	Delegation of Approval Authority for DOE 5480.21, 5480.22, 5480.23, and 5481.1B	SE-33
N/A	N/A	ORO O 420 Chapter X	Safety of Department of Energy-Owned Reactors	SE-33
N/A	N/A	ORO O 420 Chapter XI	Authorization Agreements	SE-33
N/A	N/A	ORO O 450 Chapter III	Cultural Resources Management Program	SE-32
N/A	N/A	ORO O 450 Chapter IV	Environment, Safety, and Health (ES&H) Oversight Program	SE-32
N/A	N/A	ORO O 480 Chapter I	Research and Development Laboratory Technology Transfer Programs	LM-10
N/A	N/A	ORO O 540 Chapter II	Indirect Cost Rate Responsibilities for Commercial Organizations	AD-42

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
N/A	N/A	OR 3430.3A (To Be Canceled By ORO O 330, Chapter I)	PERFORMANCE APPRAISAL	AD-44
N/A	N/A	ORIG 3790.X2 (To Be Canceled By ORO O 440, Chapter I)	DOE OAK RIDGE OPERATIONS (ORO) FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH CONFINED SPACE ENTRY	SE-33
DOE O 130.1	BUDGET FORMULATION PROCESS	ORO O 130 Chapter I	Budget Formulation	FM-72
DOE O 137.1 (Canceled By DOE O 137.1A)	PLAN FOR OPERATING IN THE EVENT OF A LAPSE IN APPROPRIATIONS	ORO O 130 Chapter II	Shutdown of Departmental Operations Upon Failure by Congress to Enact Appropriations	FM-72
DOE O 151.1 (Canceled By DOE O 151.1A)	COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM	ORO O 150 Chapter I	Comprehensive Emergency Management System	SE-34
DOE O 224.1	CONTRACTOR PERFORMANCE-BASED BUSINESS MANAGEMENT PROCESS	ORO O 220 Chapter V	Appraisal of DOE Contractor Performance	FM-73
DOE O 225.1A	ACCIDENT INVESTIGATIONS	ORO O 220 Chapter X (In Process)	Accident Investigations	SE-32
DOE O 231.1	ENVIRONMENT, SAFETY, AND HEALTH REPORTING	ORO O 230 Chapter II	Environment, Safety, and Health Reporting	SE-32
DOE O 232.1 (Canceled By DOE O 232.1A)	OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION	ORO O 230 Chapter IV	Occurrence Reporting and Processing of Operation Information	SE-32
DOE M 232.1-1 (Canceled By DOE O 232.1-1A)	OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL			
DOE O 241.1	SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT	ORO O 240 Chapter I	Scientific and Technical Information Management	LM-11
DOE O 251.1A	DIRECTIVES SYSTEM	ORO O 250 Chapter II	Oak Ridge Directives System	AD-440
DOE O 252.1	TECHNICAL STANDARDS PROGRAM	ORO O 250 Chapter III	ORO Technical Standards Program	AD-440

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE O 322.1A	PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY	ORO O 320 Chapter IV	Pay Administration and Hours of Duty	AD-44
		ORO O 320 Chapter V	Leave Administration	AD-442
		ORO O 320 Chapter VI	Voluntary Leave Transfer Program	AD-442
DOE O 325.1	POSITION CLASSIFICATION	ORO O 320 Chapter IX	Position Classification	AD-442
DOE O 331.1A	EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM	ORO O 330 Chapter I (Pending)	Departmental Performance Appraisal System	AD-44
DOE O 350.1	CONTRACTOR HUMAN RESOURCE MANAGEMENT PROGRAMS	ORO O 350 Chapter III	Federal Labor Standards	AD-441
DOE O 350.1, Chapter VIII	CONTRACTOR WORKPLACE SUBSTANCE ABUSE PROGRAMS	ORO O 350 Chapter VI	Workplace Substance Abuse Programs at Oak Ridge Sites	AD-44
DOE O 360.1 (Canceled By DOE O 360.1A)	TRAINING	ORO O 360 Chapter I	Training	AD-443
DOE M 411.1-1A	SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL	ORO M 411.1-1D	MANUAL OF SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES, LEVEL II, FOR OAK RIDGE OPERATIONS	SE-32
DOE O 413.1	MANAGEMENT CONTROL PROGRAM	ORO O 410 Chapter IV	Management Control Program	FM-73
DOE O 420.1	FACILITY SAFETY	ORO O 420 Chapter I	Facility Safety	SE-32 SE-33
DOE O 420.2	SAFETY OF ACCELERATOR FACILITIES	ORO O 420 Chapter III	Safety of Accelerator Facilities	SE-32
DOE O 425.1A (Canceled By DOE O 425.1B)	STARTUP AND RESTART OF NUCLEAR FACILITIES	ORO O 420 Chapter IX	Startup and Restart of Nuclear Facilities	SE-33
DOE O 430.1A	LIFE-CYCLE ASSET MANAGEMENT	ORO O 430 Chapter I	Life Cycle Asset Management	UE-51
DOE O 430.2	IN-HOUSE ENERGY MANAGEMENT	ORO O 430 Chapter II	In-House Energy Management	UE-51

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE O 440.1A	WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES	ORO O 440 Chapter I (In Process; when it is published, it will replace ORIG 3790.X2, ORIG 5480.8A, ORIG 5480.9A, ORIG 5480.10A, and ORIG 5483.1B)	Worker Protection Management for DOE Federal and Contractor Employees	SE-32
DOE O 440.2	AVIATION	ORO O 440 Chapter II	Aviation Safety	SE-32
DOE N 441.1	RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES	ORO O 440 Chapter VI	Radiological Protection for DOE Activities	SE-32
DOE O 442.1	DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM	ORO O 440 Chapter V	Employee Concerns Management System	M-5
DOE P 450.3	AUTHORIZING USE OF THE NECESSARY AND SUFFICIENT PROCESS FOR STANDARDS-BASED ENVIRONMENT, SAFETY, AND HEALTH MANAGEMENT	ORO O 250 Chapter V	Development, Approval, and Maintenance of Work Smart Standards (WSS)	AD-440
DOE M 450.3-1	AUTHORIZING USE OF THE NECESSARY AND SUFFICIENT PROCESS FOR STANDARDS-BASED ENVIRONMENT, SAFETY, AND HEALTH MANAGEMENT MANUAL			
DOE O 451.1A	NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE PROGRAM	ORO O 450 Chapter II (In Process)	National Environmental Policy Act Compliance Program	SE-32
DOE O 460.1A	PACKAGING AND TRANSPORTATION SAFETY	ORO O 460 Chapter I	Packaging and Transportation Safety	SE-32
DOE O 460.2	DEPARTMENTAL MATERIALS TRANSPORTATION AND PACKAGING MANAGEMENT	ORO O 460 Chapter II	Departmental Materials Transportation and Packaging Management	EM-92

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE O 470.1	SAFEGUARDS AND SECURITY PROGRAM	ORO O 470 Chapter I	Safeguards and Security Program	OS-20
DOE O 471.1 (Canceled By DOE O 471.1A)	IDENTIFICATION AND PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION	ORO O 470 Chapter II	Identification and Protection of Unclassified Controlled Nuclear Information (UCNI)	OS-20
DOE O 471.2A	INFORMATION SECURITY PROGRAM	ORO O 470 Chapter III	Information Security Program	OS-20
		ORO N 471.2	TECHNICAL SURVEILLANCE COUNTERMEASURES (TSCM) PROGRAM - Use of Telephone Lineman-type Handsets or Items Similar in Purpose, Use or Effect on DOE-owned or Leased Property	OS-20
DOE O 472.1B	PERSONNEL SECURITY ACTIVITIES	ORO O 470 Chapter VI	Personnel Security Activities	OS-20
DOE O 481.1	WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK)	ORO O 480 Chapter II (In Process; when it is published, it will replace ORIG 4300.2B)	Non-Department of Energy Funded Work (Work for Others)	M-6
DOE O 534.1	ACCOUNTING	ORO O 530 Chapter III	Accounting	FM-71
DOE 1270.2B	SAFEGUARDS AGREEMENT WITH THE INTERNATIONAL ATOMIC ENERGY AGENCY	ORO O 140 Chapter II	Safeguards Agreement with the International Atomic Energy Agency (IAEA)	FM-73
DOE 1360.2B (Canceled By DOE N 205.1)	UNCLASSIFIED COMPUTER SECURITY PROGRAM	ORO O 560 Chapter I	Unclassified Computer Security Program	OS-20
DOE 1500.2A (through Change 11)	TRAVEL POLICY AND PROCEDURES	ORO O 550 Chapter I	Travel Policy and Procedures	FM-71
DOE 1500.4A (through Change 1)	TRAVEL CHARGE CARD PROGRAM	ORO O 550 Chapter III	Travel Charge Card Program	FM-71
DOE 2030.4B	REPORTING FRAUD, WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL	ORO O 220 Chapter I	Reporting Fraud, Waste, and Abuse to the Office of Inspector General	FM-73

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE 2100.12A	PAYMENTS FOR SPECIAL BURDENS AND IN LIEU OF TAXES	ORO O 140 Chapter III	Payments for Special Burdens and in Lieu of Taxes	AD-42
DOE 2200.2B	COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES	ORO O 530 Chapter I	Collection from Current and Former Employees for Indebtedness to the United States	FM-71
DOE 2200.11	PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY	ORO O 530 Chapter II	Processing Garnishment Orders for Child Support and/or Alimony	FM-71
DOE 2300.1B	AUDIT RESOLUTION AND FOLLOW UP	ORO O 220 Chapter VII	Audit Resolution and Followup	FM-73
DOE 2320.1C	COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL	ORO O 220 Chapter II	Cooperation with the Office of Inspector General	FM-73
DOE 2320.2B	ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS	ORO O 220 Chapter III	Establishment of Departmental Position on Inspector General Reports	FM-73
DOE 2321.1B	AUDITING OF PROGRAMS AND OPERATIONS	ORO O 220 Chapter IX	Auditing of Programs and Operations	FM-731
DOE 2340.1C	COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES	ORO O 220 Chapter IV	Coordination of General Accounting Office Activities	FM-73
DOE 3300.3	EMPLOYMENT	ORO O 320 Chapter I	Employment	AD-44
DOE 3330.2	PRIORITY PLACEMENT AND CONSIDERATION	ORO O 320 Chapter VIII	Priority Placement and Consideration	AD-44
DOE 3304.1A	EMPLOYMENT OF EXPERTS AND CONSULTANTS	ORO O 320 Chapter III	Employment of Experts and Consultants	AD-442
DOE 3335.1C	MERIT PROMOTION	ORO O 320 Chapter VII	Merit Promotion	AD-44
DOE 3450.1B (Partially Canceled By DOE O 331.1A)	INCENTIVE AWARDS	ORO O 330 Chapter II	Incentive Awards	AD-44
DOE 3600.1B	TIME AND ATTENDANCE REPORTING	ORO O 530 Chapter IV	Time And Attendance Reporting	FM-71

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE 3731.1	SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS	ORO O 320 Chapter X	Suitability, Position Sensitivity Designations, and Related Personnel Matters	AD-442
DOE 3750.1	WORK FORCE DISCIPLINE	ORO O 330 Chapter III	Work Force Discipline	AD-44
DOE 3771.1	GRIEVANCE POLICY AND PROCEDURES	ORO O 340 Chapter II	Grievance Policy and Procedures	AD-442
DOE 3790.1B, Chapter VIII	FEDERAL EMPLOYEE OCCUPATIONAL MEDICAL PROGRAM	ORO O 340, Chapter V	Employee Fitness Program	SE-32
DOE 3792.1A	EMPLOYEE ASSISTANCE PROGRAM	ORO O 340 Chapter III	Employee Assistance Program	AD-442
DOE 3792.3	DRUG-FREE FEDERAL WORKPLACE TESTING IMPLEMENTATION PROGRAM	ORO O 340 Chapter IV	Drug-Free Federal Workplace Testing Implementation Program	AD-442
DOE 4300.2B (Canceled By DOE O 481.1)	WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK)	ORIG 4300.2B (To Be Canceled By ORO O 480, Chapter II)	NON-DEPARTMENT OF ENERGY FUNDED WORK (WORK FOR OTHERS)	ER-10
DOE 5400.1 (Partially Canceled By DOE O 231.1)	GENERAL ENVIRONMENTAL PROTECTION PROGRAM	ORO O 450 Chapter I	General Environmental Protection Program	SE-32
DOE 5400.5 (Partially Canceled By DOE O 231.1)	RADIOLOGICAL PROTECTION OF THE PUBLIC AND THE ENVIRONMENT	ORO O 440 Chapter IV	Radiation Protection of the Public and the Environment	SE-32
DOE 5480.4 (Partially Canceled By DOE O 440.1)	ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION STANDARDS	ORO O 440 Chapter III	Environmental Protection, Safety, and Health Protection Standards	SE-32
DOE 5480.8A (Canceled By DOE O 440.1A)	CONTRACTOR OCCUPATIONAL MEDICAL PROGRAM	ORIG 5480.8A (To Be Canceled By ORO O 440, Chapter I)	Contractor Occupational Medical Program	SE-33
DOE 5480.9 (Canceled By DOE O 440.1A)	CONSTRUCTION PROJECT SAFETY AND HEALTH	ORIG 5480.9A (To Be Canceled By ORO O 440, Chapter I)	Construction Safety And Health Program	SE-33

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE 5480.10 (Canceled By DOE O 440.1A)	CONTRACTOR INDUSTRIAL HYGIENE PROGRAM	ORIG 5480.10A (To Be Canceled By ORO O 440, Chapter I)	Contractor Industrial Hygiene Program	SE-33
DOE 5480.19	CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES	ORO O 420 Chapter IV	Conduct of Operations Requirements for DOE Facilities	SE-33
DOE 5480.20A	PERSONNEL SELECTION, QUALIFICATION AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES	ORO O 360 Chapter II	Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities	AD-443
DOE 5480.21	UNREVIEWED SAFETY QUESTIONS	ORO O 420 Chapter VIII	Unreviewed Safety Questions	SE-33
DOE 5480.22	TECHNICAL SAFETY REQUIREMENTS	ORO O 420 Chapter VII	Technical Safety Requirements	SE-33
DOE 5480.23	NUCLEAR SAFETY ANALYSIS REPORTS	ORO O 420 Chapter VI	Nuclear Safety Analysis Reports	SE-33
DOE 5480.30	NUCLEAR REACTOR SAFETY DESIGN CRITERIA	ORO O 430 Chapter III	Nuclear Reactor Safety Design Criteria	SE-33
DOE 5481.1B (Canceled By DOE 5480.23 and DOE N 251.4)	SAFETY ANALYSIS AND REVIEW SYSTEM	ORO O 420 Chapter II	Safety Analysis and Review System	SE-33
DOE 5483.1A (Canceled By DOE O 440.1A)	OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR DOE CONTRACTOR EMPLOYEES AT GOVERNMENT-OWNED CONTRACTOR-OPERATED FACILITIES	ORIG 5483.1B (To Be Canceled By ORO O 440, Chapter I)	OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR GOVERNMENT-OWNED CONTRACTOR-OPERATED FACILITIES	SE-33
DOE 5530.1A	ACCIDENT RESPONSE GROUP	ORO O 150 Chapter II	Accident Response Group (ARG)	SE-34
DOE 5530.2	NUCLEAR EMERGENCY SEARCH TEAM	ORO O 150 Chapter III	Nuclear Emergency Search Team (NEST)	SE-34
DOE 5530.3	RADIOLOGICAL ASSISTANCE PROGRAM	ORO O 150 Chapter IV	Radiological Assistance Program (RAP)	SE-34
DOE 5530.4	AERIAL MEASURING SYSTEM	ORO O 150 Chapter V	Aerial Measuring System (AMS)	SE-34
DOE 5530.5	FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT CENTER	ORO O 150 Chapter VI	Federal Radiological Monitoring and Assessment Center (FRMAC)	SE-34

\* Does not reference Changes.

<b>DOE DIRECTIVE NUMBER*</b>	<b>DOE DIRECTIVE TITLE</b>	<b>ORO DIRECTIVE NUMBER AND CHAPTER*</b>	<b>ORO DIRECTIVE TITLE</b>	<b>DPI</b>
DOE 5610.2	CONTROL OF WEAPON DATA	ORO O 470 Chapter IV	Control of Weapon Data	OS-20
DOE 5610.12 (Canceled By DOE O 461.1)	PACKAGING AND OFFSITE TRANSPORTATION OF NUCLEAR COMPONENTS, AND SPECIAL ASSEMBLIES ASSOCIATED WITH THE NUCLEAR EXPLOSIVES AND WEAPON SAFETY PROGRAM	ORO O 460 Chapter III	Packaging and Offsite Transportation of Nuclear Components and Special Assemblies Associated with the Nuclear Explosive and Weapon Safety Program	SE-32
DOE 5632.1C	PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS	ORO O 470 Chapter VII	Protection and Control of Safeguards and Security Interests	OS-20
DOE 5632.7A (Canceled By DOE O 473.2A)	PROTECTIVE FORCE PROGRAM	ORO O 470 Chapter VIII	Protective Force Program	OS-20
DOE 5633.3B (Canceled By DOE O 474.1)	CONTROL AND ACCOUNTABILITY OF NUCLEAR MATERIALS	ORO O 470 Chapter IX	Control and Accountability of Nuclear Materials	FM-73
DOE 5639.8A	SECURITY OF FOREIGN INTELLIGENCE INFORMATION AND SENSITIVE COMPARTMENTED INFORMATION FACILITIES	ORO O 470 Chapter XI	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities	OS-20
DOE 5660.1B	MANAGEMENT OF NUCLEAR MATERIALS	ORO O 410 Chapter II	Management of Nuclear Materials	UE-53
DOE 5670.3	COUNTERINTELLIGENCE PROGRAM	ORO O 470 Chapter XII	Counterintelligence (CI) Program	OS-20
DOE 5700.6C (Canceled By DOE O 414.1A)	QUALITY ASSURANCE	ORO O 410 Chapter III	Quality Assurance	SE-32
DOE 5700.7C (Canceled By DOE O 412.1)	WORK AUTHORIZATION SYSTEM	ORO O 410 Chapter I	Work Authorization System	FM-72
DOE 5820.2A (Canceled By DOE O 435.1)	RADIOACTIVE WASTE MANAGEMENT	ORO O 430 Chapter IV	Radioactive Waste Management	EM-92

\* Does not reference Changes.

**ORO DIRECTIVE NUMBER STRUCTURE**

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>110 ORGANIZATION AND STRUCTURE</b>			
Chapter I	---	ORIG 1100.X1B	Organization and Functions - Oak Ridge Operations
ORO M 110	---	---	Oak Ridge Operations Organization Manual
Chapter 1			Office of the Manager
Chapter 2			Office of Chief Counsel
Chapter 3			Office of Assistant Manager for Laboratories (AML)
Chapter 4			<b>Reserved</b>
Chapter 5			Office of Assistant Manager for Uranium and Engineering Services (AMUES)
Chapter 6			Office of Assistant Manager for Environmental Management (AMEM)
Chapter 7			Office of Assistant Manager for Administration (AMA)
Chapter 8			Office of Assistant Manager for Assets Utilization (AMAU)
Chapter 9			Office of Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH)
Chapter 10			Office of Assistant Manager for Financial Management (AMFM)
<b>120 PLANNING - NONE</b>			
<b>130 BUDGET</b>			
Chapter I	DOE O 130.1	---	Budget Formulation
Chapter II	DOE O 137.1 (Canceled By DOE O 137.1A)	ORO O 5500.6	Shutdown of Departmental Operations Upon Failure by Congress to Enact Appropriations

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>140 EXTERNAL RELATIONSHIPS</b>			
Chapter I	---	---	<b>Reserved</b>
Chapter II	DOE 1270.2B	ORIG 1270.2B	Safeguards Agreement with the International Atomic Energy Agency (IAEA)
Chapter III	DOE 2100.12A	ORO O 2100.12A	Payments For Special Burdens and in Lieu of Taxes
<b>150 EMERGENCY MANAGEMENT AND PLANNING</b>			
Chapter I	DOE O 151.1 (Canceled By DOE O 151.1A)		Comprehensive Emergency Management System
		ORIG 5500.1A	Emergency Management System
		ORIG 5500.2A	Emergency Categories, Classes, and Notification/Reporting Requirements
		ORIG 5500.3B	Planning and Preparedness for Operational Emergencies
		ORIG 5500.4B	Public Affairs and Planning Requirements for Emergencies
		ORIG 5500.7A	Emergency Operating Records Protection Program
		ORIG 5500.8	Energy Emergency Planning and Management
		ORIG 5500.9	Emergency Planning, Preparedness, and Response to Continuity of Government (COG) Emergencies
		ORIG 5500.10A	Emergency Readiness Assurance Program
		ORIG N 5630.3	Protection of Departmental Facilities Against Radiological and Toxicological Sabotage
Chapter II	DOE 5530.1A	ORIG 5530.1A	Accident Response Group (ARG)
Chapter III	DOE 5530.2	ORIG 5530.2	Nuclear Emergency Search Team (NEST)
Chapter IV	DOE 5530.3	ORIG 5530.3	Radiological Assistance Program (RAP)
Chapter V	DOE 5530.4	ORIG 5530.4	Aerial Measuring System (AMS)
Chapter VI	DOE 5530.5	ORIG 5530.5	Federal Radiological Monitoring and Assessment Center (FRMAC)

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>210</b>	<b>PERFORMANCE MEASURES AND ANALYSIS - NONE</b>		
<b>220</b>	<b>ASSESSMENTS</b>		
Chapter I	DOE 2030.4B	ORIG 2030.4A	Reporting Fraud, Waste, and Abuse to the Office of Inspector General
Chapter II	DOE 2320.1C	OR 2320.1B	Cooperation With the Office of Inspector General
Chapter III	DOE 2320.2B	ORIG 2320.2A	Establishment of Departmental Position on Inspector General Reports
Chapter IV	DOE 2340.1C	ORIG 2340.1C	Coordination of General Accounting Office Activities
Chapter V	DOE O 224.1	OR 13XX.1C	Appraisal of DOE Contractor Performance
Chapter VI	---	---	<b>Reserved</b>
Chapter VII	DOE 2300.1B	ORIG 2300.1B	Audit Resolution and Followup
Chapter VIII	---	---	<b>Reserved</b>
Chapter IX	DOE 2321.1B	OR 2321.1A	Auditing of Programs and Operations
Chapter X	DOE O 225.1A	---	Accident Investigations
ORO M 220 (Complements ORO O 220, Chapter V)	---	ORO O 220, Chapter V, Attachment 1	Oak Ridge Operations Appraisal Manual

<b><u>New ORO Directive Number by Chapter</u></b>	<b><u>Related DOE Directive</u></b>	<b><u>Previous OR/ORIG/ORO Directive</u></b>	<b><u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u></b>
<b>230 REPORTING</b>			
Chapter I	- - -	ORIG 5480.1F	Environment, Safety, and Health Program for Oak Ridge Operations
Chapter II	DOE O 231.1	ORIG N 5484.1A	Environment, Safety and Health Reporting
Chapter III	- - -	ORIG 5400.4A	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Requirements
Chapter IV	DOE O 232.1 and DOE M 232.1-1 (Canceled By DOE O 232.1A and DOE M 232.1-1A, respectively)	ORIG N 5000.3C	Occurrence Reporting and Processing of Operations Information
<b>240 INFORMATION MANAGEMENT</b>			
Chapter I	DOE O 241.1	ORIG 1430.1C	Scientific and Technical Information Management
<b>250 STANDARDIZATION</b>			
Chapter I	- - -	ORIG 1300.X1A Attachment A; and Chapters 1 & 2 of Attachment B	ORO Standards Management Program Overview ORO Standards Management Program
Chapter II	DOE O 251.1A	ORO N 251.1	Oak Ridge Operations Directives System Oak Ridge Directives System
Chapter III	DOE O 252.1	ORIG 1300.2A	ORO Technical Standards Program
Chapter IV	- - -	ORIG 1300.X1A, Chapter 3 of Attachment B	Impact Assessments

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
Chapter V	DOE P 450.3 and DOE M 450.3-1	ORIG 1300.X1A, Chapter 4 of Attachment B	Development, Approval, and Maintenance of Work Smart Standards
Chapter VI	- - -	ORIG 1300.X1A Chapters 5, 8, and 9 of Attachment B	Directive Implementation Plans and Exemption Requests
Chapter VII	- - -	ORIG 1300.X1A, Chapter 6 of Attachment B	Maintenance of Standards/Requirements Identification Documents
Chapter VIII	- - -	- - -	Requirements Change Notices
Chapter IX	- - -	- - -  ORO O 250, Chapter VI Change 1 (of Revision 3)	Rule Program Documents, Implementation Plans, and Exemption Requests  Implementation Plans

**310 HUMAN RESOURCES PLANNING AND MANAGEMENT - NONE**

**320 FEDERAL EMPLOYMENT**

Chapter I	DOE 3300.3		Employment
		OR 3300.1A	Assignment of Departmental Personnel Outside the Department
		OR 3000.1	Administration of General Personnel Authorities
		OR 3340.1	Part-time Career Employment Program
		OR 3351.1A	Reduction in Force
		OR 3315.1	Probationary Period For Managers and Supervisors
Chapter II	- - -	OR 3296.1A	Processing Personnel Actions
Chapter III	DOE 3304.1A	OR 3304.1	Employment of Experts and Consultants
Chapter IV	DOE O 322.1A	OR 3550.1B	Pay Administration and Hours of Duty

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
Chapter V	DOE O 322.1A	OR 3630.1A	Leave Administration
Chapter VI	DOE O 322.1A	ORIG 3630.2	Voluntary Leave Transfer Program
Chapter VII	DOE 3335.1C	OR 3335.1A	Merit Promotion
Chapter VIII	DOE 3330.2	OR 3330.1	Priority Placement and Consideration Repromotion Consideration For Employees Entitled to Grade or Pay Retention
Chapter IX	DOE O 325.1	OR 3510.1 OR 3511.1A	Position Classification Position Management Position Classification
Chapter X	DOE 3731.1	ORIG 3731.1	Suitability, Position Sensitivity Designations, and Related Personnel Matters

**330 FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION**

Chapter I (Pending)	DOE O 331.1A	OR 3430.3A	Departmental Performance Appraisal System Performance Appraisal
Chapter II	DOE 3450.1B (Partially Canceled By DOE O 331.1A)	ORIG 3450.1C ORIG N 3450.31	Incentive Awards Incentive Awards Timeoff Awards
Chapter III	DOE 3750.1	ORIG 3750.1A	Work Force Discipline

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>340 FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION</b>			
Chapter I	---	ORIG 3610.X1B	Alternative Work Schedule Program
Chapter II	DOE 3771.1	OR 3771.1	Grievance Policy and Procedures
Chapter III	DOE 3792.1A	OR 3792.1	Employee Assistance Program
Chapter IV	DOE 3792.3	OR 3792.3	Drug-Free Workplace Testing Implementation Program
Chapter V	DOE 3790.1B, Chapter VIII	---	Employee Fitness Program
<b>350 CONTRACTOR HUMAN RESOURCE PROGRAMS</b>			
Chapter I	---	---	<b>Reserved</b>
Chapter II	---	---	<b>Reserved</b>
Chapter III	DOE O 350.1	ORIG 3220.6	Federal Labor Standards
Chapter IV	---	---	<b>Reserved</b>
Chapter V	---	---	<b>Reserved</b>
Chapter VI	DOE O 350.1, Chapter VIII	ORIG 3792.X9	Workplace Substance Abuse Programs at Oak Ridge Sites
<b>360 EMPLOYEE EDUCATION AND TRAINING</b>			
Chapter I	DOE O 360.1 (Canceled By DOE O 360.1A)	ORIG 3410.1B	Training
Chapter II	DOE 5480.20A	ORIG 5480.20C	Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities

<b><u>New ORO Directive Number by Chapter</u></b>	<b><u>Related DOE Directive</u></b>	<b><u>Previous OR/ORIG/ORO Directive</u></b>	<b><u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u></b>
<b>410 MANAGEMENT</b>			
Chapter I	DOE 5700.7C (Canceled By DOE O 412.1)	ORIG 5700.7B	Work Authorization System
Chapter II	DOE 5660.1B	ORIG 5660.1A	Management of Nuclear Materials
Chapter III	DOE 5700.6C (Canceled By DOE O 414.1A)	ORIG 5700.6D	Quality Assurance
Chapter IV	DOE O 413.1	OR 1000.3A	Management Control Program Internal Control Systems
ORO M 411.1-1D	DOE M 411.1-1A	---	Manual of Safety Management Functions, Responsibilities, and Authorities, Level II, for Oak Ridge Operations
<b>420 FACILITY AUTHORIZATION</b>			
Chapter I	DOE O 420.1	ORIG 5480.7B ORIG N 5480.24 ORIG 5480.24 ORIG 5480.28B	Facility Safety Fire Protection Nuclear Criticality Safety Nuclear Criticality Safety Natural Phenomena Hazards Mitigation
Chapter II	DOE 5481.1B (Canceled By DOE 5480.23 and DOE N 251.4)	ORIG 5481.1C	Safety Analysis and Review System
Chapter III	DOE O 420.2	ORIG 5480.25A	Safety of Accelerator Facilities
Chapter IV	DOE 5480.19	ORIG N 5480.19B	Conduct of Operations Requirements for DOE Facilities
Chapter V	---	---	Delegations of Approval Authority for DOE 5480.21, 5480.22, 5480.23 and 5481.1B

<b><u>New ORO Directive Number by Chapter</u></b>	<b><u>Related DOE Directive</u></b>	<b><u>Previous OR/ORIG/ORO Directive</u></b>	<b><u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u></b>
Chapter VI	DOE 5480.23	ORIG 5480.23A	Nuclear Safety Analysis Reports
Chapter VII	DOE 5480.22	ORIG 5480.22B	Technical Safety Requirements
Chapter VIII	DOE 5480.21	ORIG 5480.21A	Unreviewed Safety Questions
Chapter IX	DOE O 425.1A (Canceled By DOE O 425.1B)	ORIG N 5480.31B	Startup and Restart of Nuclear Facilities
Chapter X	---	OR 5480.6	Safety of Department of Energy-Owned Reactors
Chapter XI	---	---	Authorization Agreements

**430 LIFE CYCLE FACILITY OPERATIONS**

Chapter I	DOE O 430.1A		Life Cycle Asset Management
		OR 4000.1B	Government-Owned Property Management Administration (Off-site Contractors)
		ORIG 4320.1A	Site Development Planning
		ORIG 4320.2	Capital Asset Management Process (CAMP)
		ORIG 4330.4C	Maintenance Management Program
		ORIG 4700.1	Project Management System
		ORIG 4700.3	General Plant Projects
		ORIG 5700.2D	Cost Estimating Analysis and Standardization
	ORIG N 6430.1B	General Design Criteria	
Chapter II	DOE O 430.2	ORIG 4330.2D	In-House Energy Management
Chapter III	DOE 5480.30	ORIG 5480.30	Nuclear Reactor Safety Design Criteria
Chapter IV	DOE 5820.2A (Canceled By DOE O 435.1)	ORIG 5820.2B	Radioactive Waste Management

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>440 WORKER PROTECTION</b>			
Chapter I (In Process)	DOE O 440.1A		Worker Protection Management for DOE Federal and Contractor Employees
		ORIG 3790.X2	DOE Oak Ridge Operations (ORO) Federal Employee Occupational Safety and Health Confined Space Entry
		ORIG 5480.8A	Contractor Occupational Medical Program
		ORIG 5480.9A	Construction Safety and Health Program
		ORIG 5480.10A	Contractor Industrial Hygiene Program
		ORIG 5483.1B	Occupational Safety and Health Program For Government-Owned Contractor-Operated Facilities
Chapter II	DOE O 440.2	ORIG 5480.13A	Aviation Safety
Chapter III	DOE 5480.4 (Partially Canceled By DOE O 440.1)	ORIG 5480.4B	Environmental Protection, Safety and Health Protection Standards
Chapter IV	DOE 5400.5 (Partially Canceled By DOE O 231.1)	ORIG N 5400.5C	Radiation Protection of the Public and the Environment
Chapter V	DOE O 442.1	ORIG N 5480.29	Employee Concerns Management System
Chapter VI	DOE N 441.1		Radiological Protection for DOE Activities
		ORIG 5480.11C	Radiation Protection for Occupational Workers
		ORIG N 5480.15C	DOE Laboratory Accreditation Program for Personnel Dosimetry
Chapter VII	---	---	Chronic Beryllium Disease Prevention Program

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>450 PROTECTION OF THE PUBLIC AND ENVIRONMENT</b>			
Chapter I	DOE 5400.1 (Partially Canceled By DOE O 231.1)	ORIG 5400.1E	General Environmental Protection Program
Chapter II (In Process)	DOE O 451.1A	ORIG N 5440.1C	National Environmental Policy Act Compliance Program
Chapter III	- - -	ORIG 5477.X1	Cultural Resources Management Program
Chapter IV	- - -	ORIG O 210, Chapter 1  ORIG O 220, Chapter VIII	Environment, Safety, and Health (ES&H) Program  Performance Indicators and Analysis of Operations Information  Environment, Safety, Health, and Quality Assessment Program
<b>460 PACKAGING AND TRANSPORTATION</b>			
Chapter I	DOE O 460.1A	ORIG N 5480.3B	Packaging and Transportation Safety  Safety Requirements For the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes
Chapter II	DOE O 460.2	ORIG 1540.1C ORIG 1540.2A ORIG 1540.3	Departmental Materials Transportation and Packaging Management  Materials Transportation and Traffic Management  Hazardous Material Packaging and Transport - Administrative Procedures  Base Technology for Radioactive Material Transportation Packaging System
Chapter III	DOE 5610.12 (Canceled By DOE O 461.1)	ORIG N 5610.12	Packaging and Offsite Transportation of Nuclear Components and Special Assemblies Associated With the Nuclear Explosive and Weapons Safety Program

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>470 SAFEGUARDS AND SECURITY</b>			
Chapter I	DOE O 470.1		Safeguards and Security Program
		ORIG 5630.11A	Safeguards and Security Program
		ORIG 5630.13A	Master Safeguards and Security Agreements
		ORIG 5630.14	Safeguards and Security Program Planning
		ORIG 5630.15	Safeguards and Security Training Program
		ORIG 5630.16	Safeguards and Security Acceptance and Validation Testing Program
		ORIG 5630.17	Safeguards and Security (S&S) Standardization Program
		ORIG 5631.1B	Security Education Briefing and Awareness Program
		ORIG 5631.4A	Control of Classified Visits
		OR 5631.5	Violation of Law, Losses, and Incidents of Security Concern
		ORIG 5634.1A	Facility Approvals, Security Surveys, and Nuclear Materials
		ORIG 5639.X10	Interim DOE Oak Ridge Operations Office (ORO) Foreign Ownership, Control, or Influence (FOCI) Procedures
		Chapter II	DOE O 471.1 (Canceled By DOE O 471.1A)
OR 5635.4	Protection of Unclassified Controlled Nuclear Information		
ORIG 5650.3	Identification of Unclassified Controlled Nuclear Information		
Chapter III	DOE O 471.2A		Information Security Program
		ORIG 5639.1	Information Security Program
		ORIG 5639.7	Operations Security Program
Chapter IV	DOE 5610.2	OR 5610.2	Control of Weapon Data
Chapter V	---	---	<b>Reserved</b>

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
Chapter VI	DOE O 472.1B	ORIG 5631.2C ORIG 5631.6A	Personnel Security Activities Personnel Security Program Personnel Security Assurance Program
Chapter VII	DOE 5632.1C	ORIG 5632.1C	Protection and Control of Safeguards and Security Interests
Chapter VIII	DOE O 473.2	ORIG 5632.7A	Protective Force Program
Chapter IX	DOE 5633.3B (Canceled By DOE O 474.1)	ORIG 5633.3C	Control and Accountability of Nuclear Materials
Chapter X	---	---	<b>Reserved</b>
Chapter XI	DOE 5639.8A	OR 5670.2	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities
Chapter XII	DOE 5670.3	ORIG 5670.3	Counterintelligence (CI) Program
ORO N 471.2	DOE O 471.2A	---	Technical Surveillance Countermeasures (TCSM) Program
<b>480 WORK FOR OTHERS AND TECHNOLOGY TRANSFER</b>			
Chapter I	---	OR 5800.1	Research and Development Laboratory Technology Transfer Program
Chapter II (In Process)	DOE O 481.1	ORIG 4300.2B	Non-Department of Energy Funded Work (Work For Others)
<b>510 LEGAL - NONE</b>			
<b>520 FINANCE - NONE</b>			

<u>New ORO Directive Number by Chapter</u>	<u>Related DOE Directive</u>	<u>Previous OR/ORIG/ORO Directive</u>	<u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u>
<b>530 ACCOUNTING</b>			
Chapter I	DOE 2200.2B	ORIG 2200.2C	Collection From Current and Former Employees For Indebtedness to the United States
Chapter II	DOE 2200.11	ORO O 2200.11A	Processing Garnishment Orders for Child Support and/or Alimony
Chapter III	DOE O 534.1		Accounting
		OR 2100.10A	Financial Policy and Procedures for Reimbursable Work
		OR 2200.4A	Accounting Overview
		ORIG 2200.6	Financial Accounting
		OR 2200.10A	Accounts, Codes, and Illustrative Entries
Chapter IV	DOE 3600.1B	ORIG 3600.1B	Time and Attendance Reporting
<b>540 PROCUREMENT AND GRANTS MANAGEMENT</b>			
Chapter I	---	---	<b>Reserved</b>
Chapter II	---	OR 4210.7A	Indirect Cost Rate Responsibilities For Commercial Organizations
<b>550 TRAVEL AND TRANSPORTATION</b>			
Chapter I	DOE 1500.2A (through Change 11)	OR 1500.2	Travel Policy and Procedures
Chapter II	---	---	<b>Reserved</b>
Chapter III	DOE 1500.4A (through Change 1)	OR 1500.4	Travel Charge Card Program

<b><u>New ORO Directive Number by Chapter</u></b>	<b><u>Related DOE Directive</u></b>	<b><u>Previous OR/ORIG/ORO Directive</u></b>	<b><u>ORO Chapter Title (and/or Former OR/ORIG/ORO Directive Title)</u></b>
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**560 TELECOMMUNICATIONS AND DATA SYSTEMS**

Chapter I	DOE 1360.2B (Canceled By DOE N 205.1)	ORIG 1360.2A	Unclassified Computer Security Program
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**570 ADMINISTRATIVE SERVICES - NONE**

**580 PROPERTY MANAGEMENT - NONE**