

# 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 VIII, REQUIREMENTS CHANGE NOTICES**
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 new chapter in the ORO O 250 series transmits the responsibilities and requirements concerning Requirement Change Notices.
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> |
|---------------|--------------|---|--------------|
| n/a           |              | ORO O Control Form                                      | 04/27/2001   |
|               |              | ORO O 250, Chapter VIII,<br>Pages VIII-1 through VIII-4 | 04/27/2001   |

*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 04/27/2001  
Signature Management Analyst, AD-440 Date

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

Rev. 10/12/2000

# U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter VIII
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**DATE:** 04/27/2001

## **SUBJECT: REQUIREMENTS CHANGE NOTICES**

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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 its prime contractors that operate under Department of Energy Acquisition Regulation (DEAR) 970.5204-2 (formerly DEAR 970.5204-78), *Laws, Regulations, and DOE Directives (Dec 2000)*. Nothing in this issuance changes any requirements contained in any DOE directive.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this chapter apply to ORO Principal Staff and to prime contractors with contract appendixes referred to as List B as described in DEAR 970.5204-2 (formerly DEAR 970.5204-78).
4. RESPONSIBILITIES.
  - a. Principal Staff participate when assigned as Division of Primary Interest (DPI) for DOE/ORO directives included in the Contract Requirements Baseline (CRB) for contractors described in paragraph 3 above (See Chapter II, ORO DIRECTIVES SYSTEM, of this directive).
  - b. Contracting Officer (CO) approves a contract modification to include the revised CRB in the contract when deemed necessary.
  - c. Contracting Officer's Representative (COR) approves the Requirements Change Notice (RCN) that revises the CRB.
  - d. Team Leader, Directives Management Group (DMG).
    - (1) Provides advice and assistance to ORO staff and contractors on subjects covered in this chapter.
    - (2) Administers the CRB for contractors described in paragraph 3 above.
    - (3) Coordinates review and execution of RCNs.
    - (4) Publishes current RCNs to the DMG Home Page.
5. REQUIREMENTS AND PROCEDURES.
  - a. Introduction. Contractors operating under Department of Energy Acquisition Regulation (DEAR) 970.5204-2 (formerly DEAR 970.5204-78), *Laws, Regulations, and DOE Directives (Dec 2000)* have a contract appendix which includes a list of applicable directives (referred to as

List B in the DEAR clause). This list describes the operating requirements with which the contractor must comply. The requirements related to environment, safety, and health (ES&H) compliance are included by reference to a Standards/Requirements Identification Document (S/RID) (See Chapter VII, MAINTENANCE OF STANDARDS/ REQUIREMENTS IDENTIFICATION DOCUMENTS) or a Work Smart Standards (WSS) Set (See Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS). Non-ES&H requirements are referred to as “administrative” and are included as a numbered list of directives.

b. Background.

- (1) Contractors to which this chapter applies are requested to perform an impact assessment for all directives (both ES&H and administrative) which include contractor requirements (See Chapter IV, IMPACT ASSESSMENTS.)
- (2) During the impact assessment process, ORO states that a directive is applicable to the contractor’s operating contract and the contractor, after review, makes a determination concerning applicability and consistency with the operating contract. (See Chapter IV, IMPACT ASSESSMENTS.)
- (3) For administrative directives, the contractor in its review also determines if it can come into compliance with the requirements of the directive within 180 calendar days and within present funding. If not, the contractor agrees to write an implementation plan (IP) describing its actions for coming into compliance. The IP is to be submitted to ORO within 180 calendar days after the date of ORO’s impact assessment request. (See Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS.)
- (4) For ES&H-related directives, the contractor in its review also determines if a change package is required for the S/RID or the WSS Set. (See Chapter V, DEVELOPMENT, APPROVAL, & MAINTENANCE OF WORK SMART STANDARDS, and Chapter VII, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS.) If the change package is approved but cannot be implemented within 180 calendar days from the COR approval date of the change package and/or within existing funding, an IP is written and submitted to the COR within 180 days of the COR approval date to describe the actions for coming into compliance. (See Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS.)

c. Schedule for Execution of RCNs. The established schedule for execution of RCNs is the last working day of the last month of each quarter.

d. Content. The quarterly execution of the RCN includes:

- (1) DOE Form 4-91 which provides an overall picture of changes currently effected in this update of the CRB.

- (2) Change Pages which detail the authority for the changes to the CRB for which the contractor has performed an impact assessment and agreed to the directive's applicability and consistency with its operating contract and, if needed, implementation plan submission or approval dates.
  - (3) The actual CRB which adds, updates, or deletes references to administrative directives as well as IP submission, approval, or closure dates; the WSS set name, revision number, and approval date; and the S/RID with functional area, revision number, and approval date. (See Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS.)
- e. Approval of the RCN.
- (1) DMG verifies the information included in the RCNs provided by the contractor with information obtained from the Directives Management System (DMS) and original correspondence between the contractor and the COR.
  - (2) After verification, the RCN is prepared in final form for signature of the COR.
  - (3) DMG transmits the RCN for signature of the COR under a cover memorandum explaining any unusual circumstances, the dates covered by this quarterly execution, and the contractor agreement with the changes included in the CRB.
  - (4) After approval by the COR, the CRB is issued by the CO as a contract modification and distributed as such.
  - (5) DMG publishes the approved contract modification including the RCN to the DMG Home Page.
6. REFERENCES. None.
  7. DEFINITIONS. None.
  8. CONTRACTOR REQUIREMENTS DOCUMENT. See Attachment 1, Contractor Requirements Document.
  9. ATTACHMENTS.  
Attachment 1 - Contractor Requirements Document.

**CONTRACTOR REQUIREMENTS DOCUMENT**

1. Contractors identified in paragraph 3 of this chapter must develop management systems and procedures for timely quality responses for standards management activities that align with the requirements and procedures contained in paragraph 5 of this chapter.
2. The contractor must deliver a draft RCN by the last day of the second month of each quarter to include information current to that date for verification and execution. Changes to be included should address all administrative directives, ES&H-related directives (either S/RID or WSS) and IPs.