

**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 440, CHAPTER II, CHANGE 7, AVIATION MANAGEMENT AND SAFETY, dated 02/11/2008**

**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 Directive cancels and replaces ORO O 440, Chapter II, Change 6, AVIATION MANAGEMENT AND SAFETY, dated 08/21/2006.

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 **02/25/2008**.

**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.**

**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)  
 EnergX  Wackenhut (WSI)  
 Other Contractors (list by name)  Protection Strategies Inc. (PSI)

**6. SUBJECT MATTER EXPERT:** Dana Willaford Technical Support and Assessment Div., SE-31  
Name Organization

*Original Signed By T. C. Perry for*

**7. APPROVED BY:** Harold Monroe, Dir. Technical Support and Assessment Div., SE-31 02/11/2008  
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*  
Wayne H. Albaugh 02/11/2008  
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

ORO O 440  
Chapter II  
Change 7

DATE: 02/11/2008

## SUBJECT: AVIATION MANAGEMENT AND SAFETY

---

1. PURPOSE. This Chapter correlates to DOE O 440.2B, Change 1, AVIATION MANAGEMENT AND SAFETY, dated November 19, 2006, by assigning responsibility and accountability and providing administrative and/or contractual guidance to the Oak Ridge Office (ORO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 440, Chapter II, Change 6, AVIATION SAFETY, dated August 21, 2006.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Staff. It applies to contractors to the extent the Contractor Requirements Document attached to DOE Order 440.2B, Change 1, is included in their contract.
4. RESPONSIBILITIES.
  - a. Assistant Manager, Environment, Safety, and Health (AMESH).
    - (1) Ensures those tasks identified in DOE O 440.2B, Change 1, subparagraph 5g, are performed.
  - b. Director, Technical Support and Assessment Division (AMESH).
    - (1) Appoints the collateral duty Aviation Program Manager (APM) and Aviation Safety Officer (ASO), who is responsible for ORO aviation functions.
    - (2) Ensures the ORO APM/ASO is qualified under the appropriate DOE Qualification Standard.
    - (3) Provides aviation management and safety subject matter support to ORO staff and Contracting Officer's Representatives (CORs) for implementation of the requirements of DOE O 440.2B, Change 1, and this Chapter.
  - c. ORO Aviation Program Manager and Aviation Safety Officer.
    - (1) Performs those tasks identified in DOE O 440.2B, Change 1, subparagraphs 5k and 5l. For aviation activities involving ORO contractors, these are coordinated with the appropriate COR.

- (2) Issues the “*ORO Aviation Implementation Plan (AIP)*” available online at [http://www-internal.oro.doe.gov/esq/amesh\\_new/FY%2008%20Aviation%20Implementation%20Plan.pdf](http://www-internal.oro.doe.gov/esq/amesh_new/FY%2008%20Aviation%20Implementation%20Plan.pdf).
  - d. Contracting Officer’s Representatives.
    - (1) Perform those tasks identified in DOE O 440.2B, Change 1, subparagraphs 5g(2), g(3), and g(4), and complies with the ORO AIP, paragraph g.
  - e. Office of Chief Counsel. Performs those functions in the ORO AIP, paragraph 6b.
  - f. Procurement and Contracts Division, ORO. Performs those functions in DOE O 440.2B, Change 1, subparagraph 5n, and complies with the ORO AIP.
  - g. ORO Staff. Reviews, is knowledgeable of, and complies with applicable requirements in DOE O 440.2B, Change 1, and the ORO AIP. Any staff planning travel using charter aircraft must comply with the provisions in DOE O 440.2B, Change 1, subparagraph 5h and the ORO AIP, paragraph 6i.
5. REQUIREMENTS AND PROCEDURES. None.
  6. REFERENCES.

“*ORO Aviation Implementation Plan (AIP)*” available online at [http://www-internal.oro.doe.gov/esq/amesh\\_new/FY%2008%20Aviation%20Implementation%20Plan.pdf](http://www-internal.oro.doe.gov/esq/amesh_new/FY%2008%20Aviation%20Implementation%20Plan.pdf).
  7. DEFINITIONS. None.
  8. CONTRACTOR REQUIREMENTS DOCUMENT. None. See the CRD in DOE O 440.2B, Change 1.
  9. ATTACHMENTS. None.