

U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

NOTICE

ORO N 251.1

Date: 10-31-95

SUBJECT: OAK RIDGE DIRECTIVES SYSTEM

1. PURPOSE. This Order relates to DOE O 251.1, DIRECTIVES SYSTEM, dated October 16, 1995, and describes implementation of the directives system within Oak Ridge Operations (ORO). It assigns responsibilities, 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.
2. CANCELLATION. This document cancels and replaces ORIG 1321.1B, OAK RIDGE OPERATIONS OFFICE MANAGEMENT DIRECTIVES SYSTEM, dated December 19, 1992.
3. APPLICABILITY. The provisions of this document apply to ORO organizations.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Administration (AMA).
 - (1) Approves ORO directives, except changes thereto that are approved in accordance with subparagraph b(4) below.
 - (2) Decides whether ORO will challenge a contractor appeal to the Directives Management Board concerning imposition of additional requirements through the ORO directives system.
 - (3) Approves ORO comments on Directives Management Documents and draft DOE directives. Decisions to take unresolved major issues to the Directives Management Board must be cleared with the Manager or Deputy Manager.
 - b. Leader, Directives Management Group (DMG).
 - (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 ORO directives, updates, and revisions, and assists Divisions of Primary Interest in developing ORO directives that conform to the objectives and requirements of this Order 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 directives such as updating organizational nomenclature, effecting minor editorial clarifications, and correcting typographical, printing, or assembly errors.
- (5) Distributes DOE and ORO directives, and develops and maintains a directives distribution and control system that provides for electronic and paper distribution of directives.
- (6) Manages the sunset review process by which ORO directives are reviewed biennially for accuracy and sufficiency.
- (7) Coordinates staff review of Directives Management Documents and draft DOE directives, including Policy Statements, Orders, Manuals, Notices, Guides, DOE Technical Standards, and Price-Anderson Rules (Code of Federal Regulations); coordinates resolution of conflicting positions; and consolidates comments for signature of the AMA.

c. Divisions of Primary Interest (DPIs).

- (1) Determine, subject to concurrence of the DMG, whether an OR directive or revision is needed, and, if so, prepare a draft that conforms to the requirements of this Notice.
- (2) Prepare justifications and cost analyses for new requirements when requested by the DMG.
- (3) Review existing directives for which they are responsible to ensure they are current; submit requests for cancellation, revisions, or recertifications of accuracy to the DMG as necessary.
- (4) Resolve comments from reviewers and provide feedback to them on major issues prior to preparation of a final draft directive.

d. Principal Staff.

- (1) Provide comments to the DMG on draft OR directives in a timely manner.

- (2) Provide the DMG with directives distribution requirements for DOE personnel and contractors under their jurisdiction.
- (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 Headquarters due dates.

5. REQUIREMENTS AND PROCEDURES.

a. Types of Oak Ridge Directives.

- (1) Oak Ridge Orders typically, but not always, relate to a specific DOE directive. They assign responsibility and accountability for carrying out requirements of the DOE directive, define procedures for carrying out work within Oak Ridge Operations, and, where appropriate, identify requirements to be observed by contractors. They also apply to the Office of Scientific and Technical Information in those functions where ORO provides services to that organization.
- (2) Oak Ridge Notices also typically relate to a specific DOE directive and serve the same purpose as an OR Order. They are used to transmit time-limited information or when immediate issuance without full coordination is required. They are also used to cancel OR directives. Unless extended through the issuance of an additional OR Notice, they expire no later than 1 year from issuance.
- (3) Oak Ridge Manuals supplement OR Orders when it is necessary to establish detailed requirements and procedures that exceed 10 pages in length; otherwise, that information is included in the OR Order.
- (4) Oak Ridge Implementation Guidance (ORIG) is an OR directive that was issued between June 1991 and October 1995. ORIGs are being replaced by OR Orders.

b. Oak Ridge Directives Numbering System.

- (1) OR Orders and Notices that relate to a specific DOE Policy Statement, Order, Manual, or Notice will be assigned that number. They will also have a letter suffix to denote revisions.

- (2) OR Manuals are tied to the number of the OR Order they supplement rather than to any existing DOE Manual in the same subject area.
- (3) OR Orders and Notices that do not correlate to a particular DOE directive, or that correlate to a DOE Rule, will use the standard DOE three-digit subject classification code used by DOE Orders, followed by a dot, the letter X, a sequential number, and a letter to indicate the revision level. For example, OR O 250.X1A, ORO Standards Management Program, is the first revision of the first stand-alone ORIG issued in the 250 series.

c. Directives Development Process.

(1) OR Orders and Manuals.

- (a) The DPI, in coordination with the DMG, determines the need for a new or revised directive and establishes a schedule for completion of a draft.
- (b) The DPI prepares a draft version of the directive or revision in accordance with the format specified in paragraph 5d below. The DPI then submits an electronic copy of the package formatted in WordPerfect to the DMG, including a brief justification and impact analysis for requirements to be imposed on contractors by ORO.
- (c) 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 shall work with the DPI until both organizations are satisfied with the draft.
- (d) The DMG transmits the draft directive and impact analysis, if applicable, to appropriate ORO and contractor organizations, which shall have at least 30 days for review and comment.
- (e) Reviewers prepare "major issues" and "suggested comments" thereon, using the definitions in DOE O 251.1, Chapter III, paragraph 3d. If the DMG receives no comments or requests for additional time by the identified response date, the reviewing organization is assumed to have no major issues with the directive.

- (f) The DPI and DMG shall review all comments and resolve those identified as major issues. Issues will be raised to whatever level of management is necessary to reach a decision.
 - (g) The DMG will assist the DPI to prepare a final directive that incorporates accepted comments, which it then forwards to the AMA for approval.
 - (h) The DMG reproduces and distributes the approved directive in accordance with approved distribution lists.
- (2) OR Notices. The process described above for Orders and Manuals shall be used for OR Notices where feasible. However, since Notices may need to be issued more quickly, some steps may be omitted, subject to DMG approval. Material of a continuing nature issued as a Notice because of time constraints will be entered into editorial analysis and coordination at the same time it is issued for immediate use, and will be reissued as an OR Order as soon as the coordination process is complete.
- d. Content and Format Requirements for OR Directives.
- (1) Compatibility with DOE Directives. OR Orders, Notices, and Manuals must not contradict or ignore provisions in any applicable DOE Policy Statement, Regulation, Order, Notice, or Manual, unless an exemption has been formally granted. In this case, the date of the exemption approval must be indicated in the OR directive. This does not preclude inclusion of additional requirements although the benefit, impact, and cost of such requirements should be carefully considered.
 - (2) OR Orders. The following standard paragraphs will be used for each Order in the sequence given below. If a particular paragraph does not apply, enter "None."
 - (a) Purpose. This paragraph states why the Order is being issued. It also tells whether the Order stands alone or correlates to a DOE directive. Refer to paragraph 1 of OR O 251.1 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 Order applies.
- (d) Responsibilities. This paragraph identifies responsibilities for DOE organizations using concise declarative statements, without excess detail. Officials assigned responsibilities shall be listed in the following order: Manager, Deputy Manager, Assistant Managers, the Division of Primary Interest, other Divisions with assigned responsibilities, Principal Staff, Contracting Officers/Contracting Officers' Representatives, and others.
- (e) Requirements and Procedures. This paragraph contains requirements ORO is imposing on itself and the procedures by which compliance with requirements is to be achieved. Processes shall 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 will be incorporated into a Manual attached to the Order, and the Manual will be referenced in this paragraph. Material included in a DOE directive or external requirement may be referenced but must not be repeated in this section.
- (f) References. This paragraph lists DOE directives, other OR directives, laws, Regulations, and other documents covering closely related material that are referenced in the OR Order or that provide additional information to assist in implementation of the OR Order. Referenced documents are listed by number, title, and date of issuance. If the relationship of the referenced document to the subject matter of the OR Order 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.
- (h) Contractor Requirements Document (CRD). 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 is included in the Applicability paragraph.

- (i) Attachments.
 - (1) Contractor Requirements Documents.
 - (2) Manuals. List by title and number.
 - (3) Appendixes. List by letter designation. Appendixes should not exceed several pages in length. Sample forms, reference lists, and definition lists are examples of appendixes.
- (3) OR Manuals. Manuals are not stand-alone documents; they are attachments to OR Orders prepared when the requirements and procedural information in the Order exceeds 10 pages. Each manual must have a table of contents and may be divided into chapters.
- (4) OR Notices. Several types 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 OR Orders, unless the DMG agrees to an alternate approach.
 - (c) Notification that an OR directive has been canceled. This type of Notice is originated by the DMG using a standard format.
- e. Exemptions. For information on processing and approval of exemption requests, see OR O 250.X1A, ORO STANDARDS MANAGEMENT PROGRAM.
- f. 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 (more than half the pages contain changes), it must be reissued as a complete revision.

- (2) Changes to an OR Order or OR Manual that involve fewer than half the pages shall be issued as page changes. Each changed page will contain the change number and date of the change beneath the directive's number.
 - (3) Orders and ORIGs issued prior to January 1992 may not be modified through a page change. These documents must be reformatted as a revision.
 - (4) OR Notices cannot be revised through page changes. They must be reissued in their entirety.
- g. Cancellations. The DPI and the DMG must approve the cancellation of an OR directive. A directive shall be canceled by citation in the cancellation section of another directive or by a Notice issued for the purpose of canceling one or more directives.
- 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 will work 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 OR directive. If the document was originated in Headquarters, the DMG will refer the issue to the DOE Directives System Manager.
- i. Sunset Review. ORO Orders and Manuals shall be reviewed every 2 years to determine whether cancellation, revision, or continuation is appropriate. If not canceled, revised, or formally certified for continuation, the directive will automatically expire on the fourth anniversary of its issuance.
- (1) The DMG sends a quarterly notice and sunset review form to the DPI for each directive under its jurisdiction where more than 2 years has passed since the last revision.
 - (2) Upon determining whether the directive should be canceled, revised, or recertified as still accurate and necessary, the DPI returns the completed form to the DMG. If the directive is to be revised, the DPI provides a proposed date for completing and forwarding to the DMG a draft revision.

- (3) The DMG shall distribute a quarterly report to all ORO and M&O contractor elements listing directives that have been reviewed, canceled, revised or scheduled for revision, or recertified.

j. DMDs and Draft DOE Directives.

- (1) The DMG receives DMDs and draft DOE directives for coordination and determines which organizations will be asked to comment.
- (2) Organizations forward comments to the DMG and recommend which comments should be classified as major issues or suggested comments. (Criteria for these categories are given in DOE M 251.1-1, Chapter III, paragraph 3d.) If comments are more than 2 pages, the commenting organization also provides an electronic copy to the DMG.
- (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 directive. 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 Headquarters and sends copies to commenting organizations and the DPI.
- (5) The DMG coordinates resolution of major issues with Headquarters, provides copies of any written comment resolution packages to commenters, and maintains files of draft directives, comments made, and responses received.

6. REFERENCES. OR 250.X1A, ORO Standards Management Program, dated July 26, 1995 (formerly ORIG 1300.X1A). This document contains information on the processing of exemption requests for DOE directives and the process by which directives and directives requirements are made applicable to contractors.

7. DEFINITIONS.

- a. Directives include DOE Policy Statements, Orders, Notices, Manuals, Regulations (Code of Federal Regulations), Technical Standards, and Guides, as well as ORO Orders, Notices, and Manuals.

- b. Division of Primary Interest is the organization, typically at the Division level, that has principal responsibility for the subject matter of a particular directive and which originates ORO directives related to that subject.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None. Although DOE 251.1 is applicable to contractors, no additional requirements are imposed in this OR Order.
9. ATTACHMENTS.
- a. Attachment 1, CROSSWALK OF OR/ORIG DIRECTIVES NUMBERS TO NEW DIRECTIVES NUMBER STRUCTURE, dated May 15, 1996.
 - b. Attachment 2, OAK RIDGE OPERATIONS ORDER NUMBER STRUCTURE, dated May 15, 1996.

Original Signed By

Daniel H. Wilken
Assistant Manager
for Administration

CROSSWALK OF OR/ORIG DIRECTIVES NUMBERS TO NEW DIRECTIVES NUMBER STRUCTURE

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORO N 251.1	ORO O 250 Chapter II	DOE N 251.1	Oak Ridge Directives System	AD-440
ORO N 251.X1	ORO O 250 Chapter II	ORO N 251.X1	Cancellation of Directives	AD-440
ORO N 471.2	ORO O 470 Chapter III	DOE O 471.2	Technical Surveillance Countermeasures (TSCM) Program	DP-82
OR 1000.3A	ORO O 410 Chapter IV	DOE O 413.1	Internal Control Systems	FM-73
ORIG 1100.X1B	ORO O 110 Chapter I	ORO O 112.X10	Organization and Functions - Oak Ridge Operations	AD-440
ORIG 1270.2B	ORO O 140 Chapter II	DOE O 142.2	Safeguards Agreement With the International Atomic Energy Agency (IAEA)	FM-73
OR 13XX.1C	ORO O 220 Chapter VI	ORO O 223.X10	Appraisal of DOE Contractor Performance	FM-73
ORIG 1300.X1A	ORO O 250 Chapter I	ORO O 250.X10	Oak Ridge Operations Standards Management Program	AD-440
ORIG 1300.2A	ORO O 250 Chapter III	ORO O 250.X10	Oak Ridge Operations Office (ORO) Technical Standards Program	AD-440
ORIG 1322.2A	ORO O 240 Chapter II	DOE O 244.1	Forms Management	AD-41
ORIG 1324.5A	ORO O 240 Chapter II	DOE O 244.1	Records Management Program	AD-41
ORIG 1360.2A	ORO O 560 Chapter I	DOE O 565.1	Unclassified Computer Security Program	DP-82
ORIG 1430.1C	ORO O 240 Chapter I	DOE O 241.1	Scientific and Technical Information Management	ER-11
OR 1500.2	ORO O 550 Chapter I	DOE O 550.1	Travel Policy and Procedures	FM-71

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
OR 1500.3	ORO O 550 Chapter II	DOE O 551.1	Foreign Travel Authorization	ER-11
OR 1500.4	ORO O 550 Chapter III	DOE O 552.1	Travel Charge Card Program	FM-71
ORIG 1540.1C	ORO O 460 Chapter II	DOE O 460.2	Materials Transportation and Traffic Management	EW-92
ORIG 1540.2A	ORO O 460 Chapter II	DOE O 460.2	Hazardous Material Packaging and Transport - Administrative Procedures	EW-92
ORIG 1540.3	ORO O 460 Chapter II	DOE O 460.2	Base Technology for Radioactive Material Transportation Packaging System	EW-92
ORIG 2030.4A	ORO O 220 Chapter I	DOE O 221.2	Reporting Fraud, Waste, and Abuse	FM-73
OR 2100.10A	ORO O 530 Chapter III	DOE O 534.1	Financial Policy and Procedures For Reimbursable Work	FM-71
ORO O 2100.12A	ORO O 140 Chapter III	DOE O 143.3	Payments for Special Burdens and in Lieu of Taxes	FM-71
ORIG 2200.2C	ORO O 530 Chapter I	DOE O 532.1	Collection From Current and Former Employees For Indebtedness to the United States	FM-71
OR 2200.4A	ORO O 530 Chapter III	DOE O 534.1	Accounting Overview	FM-71
ORIG 2200.6	ORO O 530 Chapter III	DOE O 534.1	Financial Accounting - Receivables	FM-71
OR 2200.10A	ORO O 530 Chapter III	DOE O 534.1	Accounts, Codes, and Illustrative Entries	FM-71
ORO O 2200.11A	ORO O 530 Chapter II	DOE O 532.2	Processing Garnishment Orders for Child Support and/or Alimony	FM-71
ORIG 2200.13	ORO O 220 Chapter VII	DOE O 224.1	Oversight of Integrated Contractor Financial Management	FM-73
ORIG 2300.1B	ORO O 220 Chapter VIII	DOE O 224.2	Audit Resolution and Follow-up	FM-73
OR 2320.1B	ORO O 220 Chapter II	DOE O 221.3	Cooperation With The Office of the Inspector General	FM-73

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORIG 2320.2A	ORO O 220 Chapter III	DOE O 221.4	Establishment of Departmental Position on Inspector General Reports	FM-73
ORIG N 2321.1	ORO O 220 Chapter V	DOE O 223.1	Coordinating and Scheduling Reviews, Assessments, and Other Oversight Activities at DOE Operations Office/Elements	FM-73
OR 2321.1A	ORO O 220 Chapter V	DOE O 223.1	Auditing of Programs and Operations	FM-73
ORIG 2340.1C	ORO O 220 Chapter IV	DOE O 222.1	Coordination of General Accounting Office Activities	FM-73
OR 3000.1	ORO O 320 Chapter II	DOE O 321.1	Administration of General Personnel Authorities	AD-44
ORIG 3220.2A	ORO O 310 Chapter I	DOE O 311.1	Equal Opportunity in Operating and Onsite Service Contractor Facilities	AD-44
ORIG 3220.4	ORO O 350 Chapter V	DOE O 358.1	Contractor Personnel and Industrial Relations Reports	AD-44
ORIG 3220.6	ORO O 350 Chapter III	DOE O 353.1	Federal Labor Standards	AD-44
OR 3296.1A	ORO O 320 Chapter VI	ORO O 321.X11	Processing Personnel Actions	AD-44
OR 3300.1A	ORO O 320 Chapter I	ORO O 321.X10	Assignment of Departmental Personnel Outside the Department	AD-44
OR 3304.1	ORO O 320 Chapter VII	DOE O 321.2	Employment of Experts and Consultants	AD-44
OR 3309.1	ORO O 350 Chapter IV	DOE O 355.1	Reduction in Employment of Operating and Onsite Service Contractors	AD-44
OR 3315.1	ORO O 320 Chapter V	DOE O 321.1	Probationary Period for Managers and Supervisors	AD-44
OR 3330.1	ORO O 320 Chapter X	DOE O 324.1	Repromotion Consideration for Employees Entitled To Grade or Pay Retention	AD-44
OR 3335.1A	ORO O 320 Chapter IX	DOE O 323.1	Merit Promotion Program - Competitive Service	AD-44

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
OR 3340.1	ORO O 320 Chapter III	DOE O 321.1	Part-Time Career Employment Program	AD-44
OR 3351.1A	ORO O 320 Chapter IV	DOE O 321.1	Reduction in Force	AD-44
ORIG 3410.1B	ORO O 360 Chapter I	DOE O 360.1	Training	AD-44
OR 3430.3A	ORO O 330 Chapter I	DOE O 331.1	Performance Appraisal	AD-44
ORIG 3450.1C	ORO O 330 Chapter II	DOE O 332.1	Incentive Awards	AD-44
ORIG N 3450.31	ORO O 330 Chapter III	DOE O 332.1	Time Off Awards	AD-44
OR 3510.1	ORO O 320 Chapter XI	DOE O 325.1	Position Management	AD-44
OR 3511.1A	ORO O 320 Chapter XII	DOE O 325.1	Position Classification	AD-44
OR 3550.1B	ORO O 320 Chapter VIII	DOE O 322.1	Pay Administration and Hours of Duty	AD-44
ORIG 3600.1B	ORO O 530 Chapter IV	DOE O 535.1	Time and Attendance Reporting	FM-71
ORIG 3610.X1B	ORO O 340 Chapter IV	ORO O 341.X10	Alternative Work Schedule Program	AD-44
OR 3630.1A	ORO O 340 Chapter II	DOE O 341.1	Leave Administration	AD-44
ORIG 3630.2	ORO O 340 Chapter III	DOE O 341.2	Voluntary Leave Transfer Program	AD-44
OR 3710.1A	ORO O 340 Chapter I	DOE O 340.1	Labor-Management Relations Program for Federal Employees	AD-44
ORIG 3731.1	ORO O 320 Chapter XIII	DOE O 326.1	Suitability, Position Sensitivity Designations, and Related Personnel Matters	AD-44
ORIG 3750.1A	ORO O 330 Chapter IV	DOE O 333.1	Work Force Discipline	AD-44

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORIG 3790.X2	ORO O 440 Chapter VIII	ORO O 442.X10	DOE Oak Ridge Operations Office (ORO) Federal Employee Occupational Safety and Health Confined Space Entry	SE-33
OR 3792.1	ORO O 340 Chapter VI	DOE O 343.1	Employee Health and Counseling Programs	AD-44
OR 3792.3	ORO O 340 Chapter VII	DOE O 343.2	Drug-Free Federal Workplace Testing Implementation Program	AD-44
ORIG 3792.X9	ORO O 340 Chapter VIII	ORO O 343.X10	Workplace Substance Abuse at Oak Ridge Sites	AD-44
ORIG 3830.1	ORO O 350 Chapter I	DOE O 352.1	Policies and Procedures for Pension Programs Under Operating and Onsite Service Contracts	AD-44
ORIG 3890.1	ORO O 350 Chapter II	DOE O 352.2	Contractor Insurance and Other Health Benefits Program	AD-44
OR 4000.1B	ORO O 430 Chapter I	DOE O 430.1	Government-Owned Property Management Administration (Off-Site Contractors)	AD-42
OR 4200.1D	ORO O 540 Chapter II	DOE O 542.1	Competition in Contracting (CICA)	AD-42
ORIG 4200.3C	ORO O 540 Chapter III	ORO O 542.X10	Management of Support Services Activity	AD-42
OR 4210.7A	ORO O 540 Chapter IV	DOE O 543.1	Indirect Cost Rate Responsibilities for Commercial Organizations	AD-42
ORIG 4220.4A	ORO O 540 Chapter I	DOE O 541.3	Organizational Conflict of Interest (OCI) Processing Procedures	AD-42
ORIG 4300.2B	ORO O 480 Chapter II	DOE O 481.1	Non-Department of Energy Funded Work (Work for Others)	ER-10
ORIG 4320.1A	ORO O 430 Chapter I	DOE O 430.1	Site Development Planning	CE-52
ORIG 4320.2	ORO O 430 Chapter I	DOE O 430.1	Capital Asset Management Process (CAMP)	CE-51
ORIG 4330.2D	ORO O 430 Chapter II	DOE O 430.2	In-House Energy Management	CE-51
ORIG 4330.4C	ORO O 430 Chapter I	DOE O 430.1	Maintenance Management Program	CE-51

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORIG 4700.1	ORO O 430 Chapter I	DOE O 430.1	Project Management System	CE-52
ORIG 4700.3	ORO O 430 Chapter I	DOE O 430.1	General Plant Projects	CE-50
ORIG N 5000.3C	ORO O 230 Chapter IV	DOE O 232.1	Occurrence Reporting and Processing of Operations Information	SE-33
ORIG 5400.1E	ORO O 450 Chapter I	DOE O 450.1	General Environmental Protection Program	SE-31
ORIG 5400.2C	ORO O 230 Chapter I	DOE O 231.1	Environmental Compliance Issue Coordination	SE-31
ORIG 5400.4A	ORO O 230 Chapter III	ORO O 231.X10	Comprehensive Environmental, Response, Compensation, and Liability Act (CERCLA) Requirements	SE-31
ORIG N 5400.5C	ORO O 440 Chapter VI	DOE O 441.1	Radiation Protection of the Public and the Environment	SE-31
ORIG N 5440.1C	ORO O 450 Chapter II	DOE O 451.1	Implementation of the National Environmental Policy Act	SE-31
ORIG 5477.X1	ORO O 450 Chapter III	ORO O 451.X10	Cultural Resources Management Program	SE-31
ORIG 5480.1F	ORO O 230 Chapter I	DOE O 231.1	Environment, Safety, and Health Program for Oak Ridge Operations	SE-31
ORIG N 5480.3B	ORO O 460 Chapter I	DOE O 460.1	Safety Requirements for the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes	SE-33
ORIG 5480.4B	ORO O 440 Chapter III	DOE O 440.3	Environmental Protection, Safety, and Health Protection Standards	SE-31
OR 5480.6	ORO O 420 Chapter VI Chapter VII Chapter VIII Chapter IX	None	Safety of Department of Energy-Owned Reactors	SE-33
ORIG 5480.7B	ORO O 420 Chapter I ORO O 440 Chapter I	DOE O 420.1 DOE O 440.1	Fire Protection	SE-33

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORIG 4700.1	ORO O 430 Chapter I	DOE O 430.1	Project Management System	CE-52
ORIG 4700.3	ORO O 430 Chapter I	DOE O 430.1	General Plant Projects	CE-50
ORIG N 5000.3C	ORO O 230 Chapter IV	DOE O 232.1	Occurrence Reporting and Processing of Operations Information	SE-33
ORIG 5400.1E	ORO O 450 Chapter I	DOE O 450.1	General Environmental Protection Program	SE-31
ORIG 5400.2C	ORO O 230 Chapter I	DOE O 231.1	Environmental Compliance Issue Coordination	SE-31
ORIG 5400.4A	ORO O 230 Chapter III	ORO O 231.X10	Comprehensive Environmental, Response, Compensation, and Liability Act (CERCLA) Requirements	SE-31
ORIG N 5400.5C	ORO O 440 Chapter VI	DOE O 441.1	Radiation Protection of the Public and the Environment	SE-31
ORIG N 5440.1C	ORO O 450 Chapter II	DOE O 451.1	Implementation of the National Environmental Policy Act	SE-31
ORIG 5477.X1	ORO O 450 Chapter III	ORO O 451.X10	Cultural Resources Management Program	SE-31
ORIG 5480.1F	ORO O 230 Chapter I	DOE O 231.1	Environment, Safety, and Health Program for Oak Ridge Operations	SE-31
ORIG N 5480.3B	ORO O 460 Chapter I	DOE O 460.1	Safety Requirements for the Packaging and Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes	SE-33
ORIG 5480.4B	ORO O 440 Chapter III	DOE O 440.3	Environmental Protection, Safety, and Health Protection Standards	SE-31
OR 5480.6	ORO O 420 Chapter VI Chapter VII Chapter VIII Chapter IX	None	Safety of Department of Energy-Owned Reactors	SE-33
ORIG 5480.7B	ORO O 420 Chapter I ORO O 440 Chapter I	DOE O 420.1 DOE O 440.1	Fire Protection	SE-33

Previous OR/ORIG/ORO Number	New ORO Order Number By Chapter	Related DOE or ORO Number	TITLE	DPI
ORIG 5480.8A	ORO O 440 Chapter I	DOE O 440.1	Contractor Occupational Medical Program	SE-33
ORIG 5480.9A	ORO O 440 Chapter I	DOE O 440.1	Construction Safety and Health Program	SE-33
ORIG 5480.10A	ORO O 440 Chapter I	DOE O 440.1	Contractor Industrial Hygiene Program	SE-33
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ORIG 5480.25A	ORO O 420 Chapter III	DOE O 420.2	Safety of Accelerator Facilities	SE-34
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ORIG 5530.3	ORO O 150 Chapter IV	DOE O 154.3	Radiological Assistance Program (RAP)	DP-801
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OR 5610.2	ORO O 470 Chapter IV	DOE O 471.3	Control of Weapon Data	DP-82
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ORIG N 5630.3	ORO O 150 Chapter I	DOE O 151.1	Protection of Departmental Facilities Against Radiological and Toxicological Sabotage	DP-801
ORIG 5630.11A	ORO O 470 Chapter I	DOE O 470.1	Safeguards and Security Program	DP-82
ORIG 5630.13A	ORO O 470 Chapter I	DOE O 470.1	Master Safeguards and Security Agreements	DP-82
ORIG 5630.14	ORO O 470 Chapter I	DOE O 470.1	Safeguards and Security Program Planning	DP-82
ORIG 5630.15	ORO O 470 Chapter I	DOE O 470.1	Safeguards and Security Training Program	DP-82

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ORIG 5631.4A	ORO O 470 Chapter I	DOE O 470.1	Control of Classified Visits	DP-82
OR 5631.5	ORO O 470 Chapter I	DOE O 470.1	Violation of Law, Losses, and Incidents of Security Concern	DP-82
ORIG 5631.6A	ORO O 470 Chapter VI	DOE O 472.1	Personnel Security Assurance Program	AD-44
ORIG 5632.1C	ORO O 470 Chapter VII	DOE O 473.1	Protection and Control of Safeguards and Security Interests	DP-82
ORIG 5632.7A	ORO O 470 Chapter VIII	DOE O 473.2	Protective Force Program	DP-82
ORIG 5633.3C	ORO O 470 Chapter IX	DOE O 474.1	Control and Accountability of Nuclear Materials	FM-73
ORIG 5634.1A	ORO O 470 Chapter I	DOE O 470.1	Facility Approvals, Security Surveys, and Nuclear Materials Surveys	DP-82
OR 5635.4	ORO O 470 Chapter II	DOE O 471.1	Protection of Unclassified Controlled Nuclear Information	DP-82
ORIG 5639.1	ORO O 470 Chapter III	DOE O 471.2	Information Security Program	DP-82
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ORIG 5639.X10	ORO O 470 Chapter I	ORO O 470.1	Interim DOE/ORO Foreign Ownership Control or Influence (FOCI) Procedures	DP-82
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ORIG 5660.1A	ORO O 410 Chapter II	DOE O 415.1	Management of Nuclear Materials	FM-73
ORIG 5670.1A	ORO O 470 Chapter X	DOE O 475.1	Management and Control of Foreign Intelligence	DP-82
OR 5670.2	ORO O 470 Chapter XI	ORO O 475.X10	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities	DP-82
ORIG 5670.3	ORO O 470 Chapter XII	DOE O 475.3	Counterintelligence (CI) Program	DP-82
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ORIG 5700.7B	ORO O 410 Chapter I	DOE O 412.1	Work Authorization System	FM-72
OR 5800.1	ORO O 480 Chapter I	DOE O 480.1	Research and Development Laboratory Technology Transfer Program	ER-11
ORIG 5820.2B	ORO O 430 Chapter IV	DOE O 435.1	Radioactive Waste Management	EW-92
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	120	PLANNING		
	130	BUDGET		
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	140	EXTERNAL RELATIONSHIPS		
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		ORIG 5500.7A	Emergency Operating Records Protection Program	
		ORIG 5500.9	Emergency Planning, Preparedness, and Response to Continuity of Government (COG) Emergencies	
		ORIG 5500.10A	Emergency Readiness Assurance Program (ERAP)	
		ORIG N 5630.3	Protection of Departmental Facilities Against Radiological and Toxicological Sabotage	
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		ORIG 5480.26A	Trending and Analysis of Operations Information Using Performance Indicators
220 ASSESSMENTS			
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	223.1	OR 2321.1A	Auditing of Programs and Operations
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	224.3	ORIG 5482.1D	Environment, Safety, Health, and Quality Assurance Appraisal Program
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230 REPORTING			
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	231.1	ORIG 5480.1F	Environment, Safety, and Health Program for ORO
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240 INFORMATION MANAGEMENT			
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250 STANDARDIZATION			
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310 HUMAN RESOURCES PLANNING AND MANAGEMENT			
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320 FEDERAL EMPLOYMENT			
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330 FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION			
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340 FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION			
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350 CONTRACTOR HUMAN RESOURCE PROGRAMS			
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360 EMPLOYEE EDUCATION AND TRAINING				
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410 MANAGEMENT				
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420 FACILITY AUTHORIZATION				
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430 LIFE CYCLE FACILITY OPERATIONS				
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440 WORKER PROTECTION			
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450 PROTECTION OF THE PUBLIC AND ENVIRONMENT			
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460 PACKAGING AND TRANSPORTATION			
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470 SAFEGUARDS AND SECURITY			
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		ORIG 5631.4A	Control of Classified Visits
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		ORIG 5634.1A	Facility Approvals, Security Surveys, and Nuclear Materials Surveys
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480 WORK FOR OTHERS AND TECHNOLOGY TRANSFER

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510 LEGAL

520 FINANCE

530 ACCOUNTING

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		OR 2200.10A	Accounts Codes and Illustrated Entries
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540	PROCUREMENT AND GRANTS MANAGEMENT		
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550	TRAVEL AND TRANSPORTATION		
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560	TELECOMMUNICATIONS AND DATA SYSTEMS		
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570	ADMINISTRATIVE SERVICES		
580	PROPERTY MANAGEMENT		