

# DIRECTIVES CONTROL FORM - OR FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: <sup>Operations Office (ORO)</sup> ORIG 1300.2A, DOE OAK RIDGE ~~FIELD OFFICE (OR)~~ TECHNICAL STANDARDS PROGRAM

2. PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive  Page Change

3. APPLICABILITY: Is directive applicable to contractor(s)? Check appropriate boxes below:

No (all contractors)

Yes If yes, whom?  MMES  MK-Ferguson  ORAU  SURA

Other contractors (list by type)

4. SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:

1. Revised into ORIG format.
2. Updated to reflect special emphasis on the DOE and ORO Technical Standards Program.
3. Establishes Standards Co-Managers at ORO.
4. Establishes a contractor standards program with a contractor Standards Manager.

5. CONTACT POINT: Karen Edwards Directives Management Group, AD-440 576-4045  
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>
OR 1300.2	8-1-84	OR Control Form	5-3-93
		ORIG 1300.2A	5-3-93

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Jennifer H. Cusick, AD-440  
Management Analyst, AD-440 Signature

5/5/93  
Date

# U.S. Department of Energy

## IMPLEMENTATION GUIDANCE

OAK RIDGE FIELD OFFICE

ORIG 1300.2A

5-3-93

**SUBJECT: OAK RIDGE OPERATIONS OFFICE (ORO) TECHNICAL STANDARDS PROGRAM**

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1. PURPOSE. This Oak Ridge Implementation Guidance (ORIG) correlates to DOE 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM, dated 5-19-92, by assigning responsibility and accountability, and providing administrative guidance to ORO and its Management and Operating (M&O) contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This ORIG cancels and replaces OR 1300.2, ORO STANDARDS PROGRAM, dated August 1, 1984.
3. APPLICABILITY. The provisions of this ORIG apply to the ORO Principal Staff and to M&O contractors.
4. REFERENCES. None.
5. DEFINITIONS. None.
6. RESPONSIBILITIES - FEDERAL.
  - a. Director, Quality and Reliability Division, designates a Standards Co-Manager responsible for performing or ensuring adequate technical review of standards issues.
  - b. Director, Personnel Division, designates a Standards Co-Manager within the Directives Management Group (DMG) who is responsible for all administrative aspects of the ORO standards program.
  - c. Group Leader, Directives Management Group (DMG):
    - (1) Ensures development and implementation of an ORO program which meets the requirements of DOE 1300.2A, and provides advice and assistance to other ORO elements and contractors on the application of this program.
    - (2) Performs those tasks identified in DOE 1300.2A, subparagraphs 8f(3) and 8f(7).

- (3) Advises the Manager of progress and problems related to DOE and limited standards activities, and prepares correspondence to keep Secretarial officers informed of such issues.
  - (4) Coordinates staff review of proposed standards documents received for field comment, ensuring that all appropriate groups are given an opportunity to comment on such documents. Coordinates resolution of conflicting positions, and consolidates comments for submission to Headquarters.
  - (5) Determines ORO distribution needs for standards, maintains a library of approved DOE and DOE-limited standards for use by all ORO elements, requests standards searches from NE-70, and obtains copies of nongovernment standards (NGS) upon request from ORO elements.
  - (6) Prepares ad hoc and recurring reports on the ORO standards program.
- d. Assistant Manager for Administration signs ORO comments on all proposed standards documents.
- e. Principal Staff, including Contracting Officers' Representatives:
- (1) Perform those tasks identified in DOE 1300.2A, subparagraphs 8f(1) - (2), 8f(4), 8f(6), and 8f(8).
  - (2) Forward each completed DOE F 1300.2 to the DMG for submission to Headquarters.
  - (3) Include in procurement request packages for each procurement requiring the application of DOE 1300.2A, the identification of the Order, and identification of the specific requirements with which a contractor or other awardee is to comply.
  - (4) Assure that all programs, facilities, and projects under their cognizance comply with the requirements of DOE 1300.2A, including those contained in paragraph 9 of that Order.
  - (5) Keep the Standards Co-Managers currently informed of progress and problems on DOE Standard and DOE Limited Standard activities.

7. RESPONSIBILITIES - CONTRACTORS.

- a. Implement a contractor standards program which meets the requirements of DOE 1300.2A and this ORIG.
- b. Identify a Standards Manager to serve as a single point of contact for standards within the contractor organization.
- c. Forward recommendations on DOE Standard and DOE Limited Standard development activities to the ORO DMG.
- d. Advise the DMG of progress and problems on DOE and limited standards activities.
- e. Obtain COR approval of nominations of employees to serve as official Department representatives on NGS boards, and ensure that such employees conform to the requirements of DOE 1300.2A, subparagraph 9c. Participation shall be reported to the DMG, using DOE F 1300.2.
- f. Specify the appropriate standards in all program, project, or facility design or safety documents, consistent with the complexity and functional requirements of the particular project, system, facility, etc.

8. PROCEDURES. None.

9. RECORDS. None.

10. ATTACHMENTS. None.

*Original Signed By*

Daniel H. Wilken  
Assistant Manager  
for Administration