

# ORO CONTROL FORM - FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM, dated 10/31/2003**

2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle

Other contractors (list by type)

*Many ORO contractors have approved Work Smart Standards (WSS) Sets or Standards/Requirements Identification Documents (S/RIDs) 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 impacts?  No  Yes  
If yes, describe: This Chapter is a new Chapter in the 250 Series. This new Chapter provides information on the DOE Directives System and was extracted from Chapter II.

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 Control Form	10/31/2003
		ORO O 250, Ch. X	10/31/2003

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives 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*  
Wayne H. Albaugh 10/31/2003  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 10/31/2003

## NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

### PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 250, CHAPTER X, DOE DIRECTIVES SYSTEM, dated 10/31/2003**

PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?  Yes  No  
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **11/21/2003**.

### PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.?  Yes  No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?  Yes  No

If "Yes," list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (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.*

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  Yes  No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?  Yes  No

If "Yes," describe:

### FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required?  Yes  No

If "Yes," target date for submission of YSO Directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: Diane McCarten 576-9330  
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 11/17/2003 576-9330  
Signature Date Telephone

### PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

*Original Signed By*  
Wayne H. Albaugh, AD-440 11/19/2003  
Name Date

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

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter X
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**DATE: 10/31/2003**

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**SUBJECT: DOE DIRECTIVES SYSTEM**

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1. PURPOSE. This Chapter correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998, DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated January 30, 1998; and describes the implementation of the Department of Energy (DOE) Directives system within Oak Ridge Operations (ORO), the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO), and their contractors. It assigns responsibility and accountability and describes ORO participation in the development of DOE-wide Directives. Nothing in this Chapter changes any requirements contained in any DOE Directive.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this Chapter apply to the Federal and site/facility management contractor staffs who perform work related to the four prime contracts with List B requirements (List B) administered by the Directives Management Group (DMG).
4. RESPONSIBILITIES.
  - a. Divisions of Primary Interest (DPIs).
    - (1) Provide comments to DMG on draft DOE Directives and Field Management Council (FMC) Actions by established deadlines.
    - (2) Complete Part B of the DOE Control Form – Final Directive (see Attachment 2) and DOE Control Form – Final Guide (see Attachment 3) for final approved DOE Directives and provide completed form to DMG by established deadlines. On the Control Form, indicate (1) applicability to contractor, (2) any significant changes, (3) any special implementation requirements, and (4) if new or revised ORO Directive is needed.
    - (3) Determine, subject to concurrence of DMG, whether an ORO Directive or revision is needed, and, if so, prepare a draft that conforms to the requirements of ORO O 250, Chapter II, ORO DIRECTIVES SYSTEM. This information is provided via the Control Form, see Paragraph 4b(2) above.
  - b. Principal Staff.
    - (1) Review draft DOE Directives and FMC Actions for operational and cost impact, clarity, and consistency with related Directives, and provide comments to DMG by established deadline to allow for consolidation and coordination of comments before DOE Headquarters (HQ) due dates.

- (2) Provide DMG with Directives Points of Contact (DPOCs) for electronic notification of publication of Control Forms for DOE Directives. DPOCs register on the DOE Directives Portal (<http://www.directives.doe.gov>), “*E-Mail Notification, Sign Up*” link, and the DMG Home Page ([http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/)), “*Register for E-Mail Notifications on Directives*” link, to receive notification of new and revised DOE Directives.
    - c. Contracting Officers (COs) and Contracting Officer’s Representatives (CORs) review draft DOE Directives and FMC Actions for operational and cost impact, clarity, and consistency with related Directives, and provide comments to DMG by established deadline to allow for consolidation and coordination of comments before DOE HQ due dates.
    - d. Y-12 Site Office.
      - (1) Provides comments to DMG on draft DOE Directives and FMC Actions by established deadlines.
      - (2) Completes Part B of the NNSA/YSO Control Form – Final Directive (see Attachment 4) for approved DOE Directives and provides completed form to DMG by established deadlines. On the Control Form, indicate (1) applicability to contractor, (2) any significant changes if the Directive revises a previous Directive, (3) any special implementation requirements, and (4) if new or revised YSO Directive is needed.
    - e. Team Leader, Directives Management Group.
      - (1) Develops and maintains electronic distribution systems and ensures that DOE Directives are readily accessible to ORO/YSO staff and contractors through the DMG Home Page.
      - (2) Coordinates staff review of draft DOE Directives (i.e., Policies, Orders, Manuals, Notices, and Guides) and FMC Actions, and coordinates resolution of conflicting positions; and consolidates comments for subject matter expert and management’s approval.
  5. REQUIREMENTS AND PROCEDURES.
    - a. Draft DOE Directives and Field Management Council Actions.
      - (1) DMG receives draft DOE Directives and FMC Actions for coordination. DMG determines which organizations will be asked to comment and sends review request accordingly.
      - (2) Organizations forward comments in electronic format to DMG and state which comments should be categorized as major issues or suggested comments. Criteria for these categories are provided in DOE M 251.1-1A, Chapter III, “*Draft Directives Coordination and Issue Resolution.*”

The DPI commenting organization obtains their management’s approval before comments are forwarded to DMG. The DPI also reviews and concurs or justifies disagreement on submitted contractor comments.

- (3) DMG analyzes comments for clarity and consistency, resolves differences among organizations, and prepares a consolidated reply. DMG then obtains DPI and management approval on the comment package that represents ORO's position, including the comments from NNSA Y-12, on the draft DOE Directives or FMC Actions.
  - (4) Thereafter, DMG forwards the comment package for draft DOE Directives through the DOE HQ Review and Comment System (REVCOM) to the DOE HQ Office of Science and the DOE HQ Office of the National Nuclear Security Administration. FMC Actions are submitted to the DOE HQ Office of Science and the DOE HQ Office of the National Nuclear Security Administration via e-mail. Contractor comments are included in each package along with ORO's position on those comments. If there is an overall "No Comment" response, it is submitted directly through REVCOM for draft DOE Directives and via e-mail for FMC Actions.
  - (5) DMG sends copies of comment packages for draft DOE Directives and FMC Actions to commenting organizations.
  - (6) DMG coordinates resolution of major issues with DOE HQ, provides copies of any written comment resolution packages to commenters, and maintains files of draft DOE Directives and FMC Actions, comments provided, and responses received.
- b. Final Approved DOE Directives.
- (1) DOE Control Forms.
    - (a) DMG receives notification from DOE HQ via the Alerts system of the DOE Directives Portal that a new or revised DOE Directive has been published. DMG prints a copy from the DOE Directives Portal (<http://www.directives.doe.gov/>) and completes part A of a draft Control Form for the Directive.

**NOTE:** For DOE Directives which are requirement documents (e.g. Policies, Orders, Manuals, or Notices), see Attachment 2, DOE Control Form – Final Directive.

For DOE Directives which are guidance documents (e.g., Guides), see Attachment 3, DOE Control Form – Final Guide.

DMG forwards the draft Control Form via e-mail to the DPI. This e-mail also includes the internet address for accessing the DOE Directive. The DPI has 10 working days to complete Part B and to return the completed Control Form to DMG.
    - (b) The DPI prints a copy of the DOE Directive and the Control Form and reviews the DOE Directive. The DPI completes Part B of the Control Form with information

based on their review of the DOE Directive and forwards completed hard copy to DMG within 10 working days.

**NOTE:** Required Part B information, for Attachment 2, DOE CONTROL FORM – FINAL DIRECTIVE, includes (1) applicability of the DOE Directive to the contractor, (2) any special implementation requirements, (3) any significant changes if the DOE Directive revises a previous version, (4) notes if a new or revised ORO Directive is needed and when it will be submitted to DMG, (5) identifies a point of contact for the DOE Directive, and (6) has a signature approval by the DPI Director.

Required Part B information, for Attachment 3, DOE CONTROL FORM – FINAL GUIDE, includes (1) applicability of the DOE Directive to the contractor, (2) summary of changes and impact (guidance only), (3) identifies a point of contact for the DOE Directive, and (4) has a signature approval by the DPI Director.

- (c) DMG completes Part C of the Control Form which approves the release of the Control Form to distribution. DMG provides electronic distribution of the approved DOE Directive via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of DOE Directives and associated historical files.

(2) NNSA/YSO Control Forms.

- (a) DMG receives notification from DOE HQ via the Alerts system of the DOE Directives Portal that a new or revised DOE Directive has been published. DMG prints a copy of the DOE Directive from the DOE Directives Portal (<http://www.directives.doe.gov/>) and completes Part A of a draft NNSA/YSO Control Form – Final Directive (see Attachment 4) for the DOE Directive.

DMG forwards the draft Control Form and a copy of the DOE Directive to the YSO via memorandum as attachments. If the DOE Directive has contractor requirements, an impact assessment request letter is also sent with the Control Form and DOE Directive via the memorandum as an attachment. YSO has 10 working days to complete Part B and to return the completed Control Form to DMG.

**NOTE:** Additionally, if the impact assessment is required, the signed letter is returned to DMG along with the Control Form. If an impact assessment is determined not to be required, the letter is destroyed or returned to DMG with a note stating such. See ORO O 250, Chapter IV, IMPACT ASSESSMENTS.

- (b) Upon receipt of the memorandum, YSO reviews the DOE Directive. YSO completes Part B of the NNSA/YSO Control Form – Final Directive with information based on their review of the DOE Directive and forwards completed

hard copy of the Control Form, and if necessary, a copy of the signed impact assessment letter along with the yellow concurrence, to DMG within 10 working days.

**NOTE:** Required Part B information, for Attachment 4, NNSA/YSO CONTROL FORM – FINAL DIRECTIVE, includes (1) applicability of the DOE Directive to the contractor, (2) any significant changes, (3) any special implementation requirements, (4) notes if a new or revised YSO Directive is needed and its publication date, (5) identifies a point of contact for the DOE Directive, and (6) has a signature approval.

(c) DMG completes Part C of the NNSA/YSO Control Form – Final Directive which approves the release of the Control Form to distribution. DMG provides electronic distribution of the approved Control Form via the DMG Home Page in accordance with approved distribution lists and maintains the ORO library of DOE Directives and associated historical files.

- c. Directives Banners. In December 2002, final approved DOE Directives began being published with either Green or Yellow Banners placed in the header of each document to clarify if the DOE Directives were current or not current. If a final approved DOE Directive appears with a Green Banner on the DOE Directives Portal, also known as Explorit, or in hard copy, the DOE Directive is certified by its HQ Office of Primary Interest (OPI) as being current and will contain an approval signature of the Director, Office of Management, Budget, and Evaluation, DOE HQ, ME-1. If a final approved DOE Directive appears with a Yellow Banner, then the Directive is not certified as being current, but it is in the process of being made current. This process is to aid in eliminating redundant reviews of DOE Directives that have minor changes or DOE Directives that are found to still be current after a Sunset Review.
- d. Exemptions. For information on processing and approval of DOE or ORO Directive Exemption Requests, see ORO O 250, Chapter VI, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, and DOE M 251.1-1A, Chapter VII, “*Exemptions.*”
- e. Unauthorized Directives. Unauthorized Directives (also known as “Rogue Directives” or “Rogue Documents”) are documents setting forth requirements or procedures that have not been processed through the Directives System. If the document originated in DOE HQ, DMG refers the issue to the Office of Management, Budget, and Evaluations, DOE HQ, ME-1, (see DOE M 251.1-1A, Chapter V, “*Unauthorized Directives*”). ME-1 works with the OPI to resolve the issue.

## 6. REFERENCES.

- a. ORO O 250, Chapter I, Change 3, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated October 31, 2003, and any subsequent revisions.
- b. ORO O 250, Chapter II, Change 4, ORO DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
- c. ORO O 250, Chapter III, Change 3, ORO TECHNICAL STANDARDS PROGRAM, dated October 31, 2003, and any subsequent revisions.

- d. ORO O 250, Chapter IV, Change 3, IMPACT ASSESSMENTS, dated October 31, 2003, and any subsequent revisions.
  - e. ORO O 250, Chapter V, Change 4, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, dated October 31, 2003, and any subsequent revisions.
  - f. ORO O 250, Chapter VI, Change 3, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, dated October 31, 2003, and any subsequent revisions.
  - g. ORO O 250, Chapter VII, Change 3, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS, dated October 31, 2003, and any subsequent revisions.
  - h. ORO O 250, Chapter VIII, Change 1, REQUIREMENTS CHANGE NOTICES, dated October 31, 2003, and any subsequent revisions.
  - i. ORO O 250, Chapter XI, DELEGATIONS OF AUTHORITY, MEMORANDUMS OF UNDERSTANDING, AND AUTHORIZATION AGREEMENTS, dated October 31, 2003, and any subsequent revisions.
7. DEFINITIONS. See Attachment 2 of ORO O 250, Chapter I, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, for a glossary of terms used in the ORO Standards Management Program.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Attachment 1, Contractor Requirements Document.
9. ATTACHMENTS.
- a. Attachment 1 - Contractor Requirements Document.
  - b. Attachment 2 - DOE Control Form – Final Directive
  - c. Attachment 3 - DOE Control Form – Final Guide
  - d. Attachment 4 - NNSA/YSO Control Form – Final Directive

### **CONTRACTOR REQUIREMENTS DOCUMENT**

Types of contractors identified in Paragraph 3 of this Chapter must comply with Paragraph 5 of this Chapter and the following:

1. Contractor Directives Points of Contact must register on the DOE Directives Portal (<http://www.directives.doe.gov>), “*E-Mail Notification, Sign Up*” link, to receive notification of the publication of new/revised DOE Directives and the cancellation of DOE Directives.
2. Contractor Directives Points of Contact must register on the DMG Home Page ([http://www.ornl.gov/doe/doe\\_oro\\_dmg](http://www.ornl.gov/doe/doe_oro_dmg)), “*Register for E-Mail Notifications on Directives*” link, to receive notification of the publication of DOE Directives Control Forms for new/revised DOE Directives.
3. Contractors will provide comments to DMG, if they have any, on draft DOE Directives and FMC Actions as requested.

**DOE CONTROL FORM - FINAL DIRECTIVE**

**PART A** (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

**TO: DIRECTOR, DIVISION OF PRIMARY INTEREST:**

**NUMBER, TITLE, AND DATE OF DIRECTIVE: DOE**

The attached Directive, which is within your area of functional responsibility, is forwarded for review and necessary action. Complete Part B and forward the completed and signed hard copy of the form to AD-440 by 00/00/2003.

**PART B** (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

**1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:**  
**(Check Appropriate Boxes)**

No (all contractors)

Yes If yes, whom?       Bechtel Jacobs Co.       ORAU       UT-Battelle

Other contractors (list by type)

*Many ORO Contractors have approved Work Smart Standards (WSS Sets) or Standards/Requirement Identification Documents (S/RIDs) 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.*

**2. IMPLEMENTATION:** Does the Directive contain special implementation requirements and/or dates?

No     Yes If yes, describe:

**3. SIGNIFICANT PROVISIONS :** Are there any significant changes or impacts?  No     Yes If yes, describe.

**4. OAK RIDGE OPERATIONS OFFICE DIRECTIVE:** Is a new ORO Directive or revision required?  Yes     No  
If yes, target date for submission of ORO Directive to AD-440 is \_\_\_\_\_.

**5. IDENTIFY CONTACT POINT:** \_\_\_\_\_  
Name Telephone

**6. APPROVED BY DIRECTOR:** \_\_\_\_\_  
Signature Date Telephone

**7. DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. DOE Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.**

**PART C** (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

\_\_\_\_\_  
Name Date

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

(Revised 10/31/2003)

### **DOE CONTROL FORM - FINAL GUIDE**

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**PART A** (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

**TO: DIRECTOR, DIVISION OF PRIMARY INTEREST:**

**NUMBER, TITLE, AND DATE OF DIRECTIVE: DOE G**

The attached guide, which is within your area of functional responsibility, is forwarded for review. Complete Part B and forward the completed and signed hard copy of the form to AD-440 by **00/00/2003**.

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**PART B** (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

**1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:  
(Check Appropriate Boxes)**

No (all contractors)

Yes If yes, whom?     Bechtel Jacobs Co.     ORAU     UT-Battelle

Other contractors (list by type)

*Many ORO Contractors have approved Work Smart Standards (WSS) Sets or Standards/Requirements Identification Documents (S/RIDs) 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.*

**2. SUMMARY OF CHANGES AND IMPACT: GUIDANCE ONLY.**

**3. IDENTIFY CONTACT POINT:** \_\_\_\_\_  
Name Telephone

**4. APPROVED BY DIRECTOR:** \_\_\_\_\_  
Signature Date Telephone

**5. DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. DOE Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.**

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**PART C** (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

\_\_\_\_\_  
Name Date

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

(REVISED 10/31/2003)

### NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

<b>PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):</b>	
DIRECTIVE NUMBER, TITLE, AND DATE:	
PURPOSE OF TRANSMITTAL: _____ New Directive _____ Revised Directive	
DOES THIS DIRECTIVE <u>CANCEL/REPLACE</u> OR <u>EXTEND</u> ANY OTHER DIRECTIVES? _____ Yes _____ No <b>If "Yes,"</b> list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):	
The attached Directive is forwarded for review and action. Complete Part B and forward (i.e., first via fax and then by mail) the completed and signed hard copy of the form to the ORO Directives Management Group (DMG), AD-440, by <u>00/00/2003</u> .	
<b>PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):</b>	
CONTRACTOR APPLICABILITY:	
Does this Directive affect the work performed by BWXT Y-12, L.L.C.? _____ Yes _____ No	
Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors? _____ Yes _____ No <b>If "Yes,"</b> list the subcontractors:	
<i>Many contractors has approved Standards/Requirement Identification Documents (S/RIDs) or Work Smart Standards (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.</i>	
SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? _____ Yes _____ No List summary of Directive changes and, <b>if "Yes"</b> above, describe the significant changes or impact:	
IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates? _____ Yes _____ No <b>If "Yes,"</b> describe:	
FOR DOE DIRECTIVE – YSO DIRECTIVE REQUIRED? Is a new or revised YSO Directive required? _____ Yes _____ No <b>If "Yes,"</b> target date for publication _____.	
IDENTIFY CONTACT POINT: _____ Name Telephone	
APPROVED BY COR FOR DIRECTIVES: <u>Diane McCarten</u> (865) 576-9330 Signature Date Telephone	
<b>PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):</b>	
<i>DOE Directives are available on the DOE Directives Portal at <a href="http://www.directives.doe.gov/">http://www.directives.doe.gov/</a>. ORO Directives are available on the ORO Directives Management Group Home Page at <a href="http://www.ornl.gov/doe_oro_dmg/oro_dir.htm">http://www.ornl.gov/doe_oro_dmg/oro_dir.htm</a>. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.</i>	
APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:	
_____ Name Date	
<b>INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.</b> (Revised 10/31/2003)	