

# 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 240, Rev. 3, INFORMATION MANAGEMENT

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?  LMES  LMER  ORAU  SURA

Bechtel Jacobs Company

Other contractors (list by type)

## SEE INDIVIDUAL CHAPTERS

*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 revision transmits ORO O 240, Chapter I, Chg. 2, which has been revised to reflect the responsibilities and requirements set forth in the recently published DOE O 241.1.

5. **CONTACT POINT:** SEE INDIVIDUAL CHAPTERS

Name	Organization	Telephone
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**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>
ORO O 240, Rev. 2	07/14/1997	ORO O Control Form	04/16/1999
		ORO O 240, Rev. 3	04/16/1999

*ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe\_oro\_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. 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

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

04/16/1999  
Date

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

Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 240

Rev. 3

**DATE: 04/16/1999**

**SUBJECT: INFORMATION MANAGEMENT**

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1. PURPOSE. This Order provides detailed requirements for the Oak Ridge Operations (ORO) activities under Series 240, Information Management, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. SIGNIFICANT CHANGES. This Order incorporates as a Chapter in the 240 Series the current Oak Ridge Order identified in paragraph 3 below.
3. SUMMARY. This revision to the ORO Order 240 transmits the following:

Chapter I, Change 2, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated April 16, 1999, which cancels and replaces ORO O 240, Chapter I, Change 1, same title, dated May 29, 1998.

For information on applicability and assignment of responsibility, refer to this chapter.

4. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapter listed in paragraph 3 above.

*Original signed by*

Daniel H. Wilken  
Assistant Manager  
for Administration

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