

# ORO CONTROL FORM - FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 250, Chapter I, Change 3, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, 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 part of the sunset review process and contains major updates.

5. CONTACT POINT: Wayne H. Albaugh Directives Management Group, AD-440 576-0974  
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 Control Form	04/25/2001	ORO Control Form	10/31/2003
ORO O 250, Ch. I, Chg. 2	04/25/2001	ORO O 250, Ch. I, Chg. 3	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

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**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 I, CHANGE 3, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, 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):

This directive cancels ORO O 250, Chapter I, Change 2, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated 04/25/2001

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/roe/roe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/roe/roe_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:

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 I Change 3
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DATE: 10/31/2003

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**SUBJECT: ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW**

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1. PURPOSE. This Chapter correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998; DOE O 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated January 30, 1998; and DOE O 252.1, TECHNICAL STANDARDS PROGRAM, dated November 19, 1999; and provides an overview of the Oak Ridge Operations (ORO) Standards Management Program. This Chapter assigns responsibilities and accountability and provides administrative guidance to ORO, National Nuclear Security Administration Y-12 Site Office (YSO), and their contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter I, Change 2, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated April 25, 2001.
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. Refer to the remaining Chapters of this ORO Directive for specific responsibilities related to subjects covered in those Chapters. The following responsibilities apply to all Chapters.
  - a. Principal Staff, including Divisions of Primary Interest (DPIs).
    - (1) Identify employees in their organizations to serve as subject matter experts (SMEs) or operational experts for assigned DOE/ORO Directives, standards, and functional areas.
    - (2) Ensure that Standards Management Program activities are completed in a timely and professional manner.
    - (3) Discuss and resolve any technical disagreements that arise during program activities with others involved in the Standards Management Program.
    - (4) Ensure the collection and maintenance of information on the qualifications and experience of personnel involved in Standards Management Program activities. Provide completed Key Personnel Data Gathering Forms to DMG for all personnel involved in environment, safety, and health (ES&H) standards activities, such as a Standards/Requirements Identification Document (S/RID) change or Work Smart Standards (WSS) Set development or revision efforts. (See Attachment 3, Key Personnel Data Gathering Form).

- (5) Adhere to responsibilities for DMG responsibility as cited in 4d below.
- b. Contracting Officers (COs) issue contract modifications to include, delete, or otherwise change requirements in List B in the contracts via approved Requirements Change Notices.
- c. Contracting Officer's Representatives (CORs) in addition to the responsibilities described in Paragraph 4a above:
  - (1) Identify a designated individual to serve as the primary point of contact on Standards Management Program activities within their organization and notify DMG of the individual's name.
  - (2) Prepare all standards-related documents for which ORO has not been delegated approval authority for submission to DOE Headquarters (HQ) for approval.
- d. Team Leader, Directives Management Group, provides support to all ORO organizations on the Standards Management Program.
  - (1) Develops administrative guidance and implementing procedures for Standards Management Program activities.
  - (2) Provides briefings, advice, and assistance to SMEs, operational experts, COR-designated individuals, and ORO management on Standards Management Program activities and processes.
  - (3) Serves as the primary coordinator for all Standards Management Program activities between project participants, including the Director of the appropriate DPI, CORs and/or COR-designated individuals, contractors, and DOE HQ personnel.
  - (4) Prepares standards-related approval letters and memoranda for the ORO Manager's signature.
  - (5) Oversees DMG serving as the Office of Record for ORO's Standards Management Program documents when documents are provided to DMG.
  - (6) Develops processes to evaluate, track, and disseminate contract administration information related to contractor baselines of required compliance documents.
  - (7) Serves as process coach for development and revision of WSS Sets.
  - (8) Maintains and tracks records of Memoranda of Understanding/Agreements, Mutual Agreements, Delegations of Authority, and Authorization Agreements. Information is available on the DMG Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/) via the "*Delegations of Authority*," "*DOE/ORO Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs)*," and "*DOE/ORO Authorization Agreements*" links.

- (9) Maintains and tracks records of Field Management Council Actions. Information is available on the DMG Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/) via the “*Field Management Council (FMC) Actions*” link.

5. REQUIREMENTS AND PROCEDURES.

- a. Introduction. ORO and YSO are responsible for oversight of programs and facilities directed by DOE HQ program offices. ORO, YSO, and their prime contractors have developed a comprehensive Standards Management Program that addresses the Department’s criteria for this type of program (i.e., DOE/EH/-0416, *Criteria for the Department’s Standards Program*, dated August 1994), key Defense Nuclear Facilities Safety Board issues, and internal ORO/YSO management and oversight needs. In addition, this program fulfills certain core functions of integrated safety management as expressed in DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY.

DOE’s expectations are expressed through Directives. ORO, YSO, and their contractors have an opportunity to review and comment on proposed Directives. ORO, YSO, and their contractors also have available two DOE-approved tools to identify appropriate ES&H standards/requirements--the WSS Set and the S/RID and their change process. Approved WSS Sets and S/RIDs are placed in the contract. Contractors also have certain Standards Management Program responsibilities as described in the Contractor Requirements Document of each Chapter of ORO O 250 containing specific contractor requirements. The approach developed and presented in this Directive integrates program requirements from all DOE program offices and existing ORO/YSO and contractor Standards Management Programs.

- b. Overview of the ORO Standards Management Program. The process described below provides an overview of the steps ORO, YSO, and their contractors follow to identify and implement ES&H and administrative contract requirements.
- (1) Standards Development. ORO, YSO, and their contractors are afforded the opportunity to review and comment on proposed Directives under development by DOE to ensure they are appropriate to control the work and associated hazards and to provide adequate protection of workers, the public, and the environment. The comment process allows both sides to express concerns and obtain clarification before the documents are finalized. For further information, refer to ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM; ORO O 250, Chapter II, ORO DIRECTIVES SYSTEM; and ORO O 250, Chapter III, ORO TECHNICAL STANDARDS PROGRAM, of this Directive. ORO, YSO, and their contractors are also encouraged to comment or otherwise participate in the development of other standards through appropriate channels.
- (2) Identification of Contract Requirements.
- (a) DOE/ORO Directives.
- 1 Receipt and Distribution of Directives. DOE HQ posts new and revised DOE Directives on the DOE Directives Portal at <http://www.directives.doe.gov>. ORO Directives are posted to the DMG Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/) via the “*ORO Directives*” link.

DMG performs the following for DOE/ORO Directives:

- Routes each DOE/ORO Directive to the DPI and YSO to establish their position on applicability of the document to particular contracts. See ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM; ORO O 250, Chapter II, ORO DIRECTIVES SYSTEM; ORO O 250, Chapter IV, IMPACT ASSESSMENTS; and ORO O 250, Chapter VIII, REQUIREMENTS CHANGE NOTICES, for further information.
- Electronically notifies ORO/YSO organizations, COs, and CORs (or their designated contact point) and prime contractors who have registered on the DMG Home Page of the publication of all final Directives with a copy of the Control Form for that Directive.
- Prepares correspondence for the COR (or their designated contact point) to request impact assessments of DOE/ORO Directives requirements in the operating contracts.

2 Impact Assessment/List B Requirements. Some ORO/YSO contracts contain a Directives clause (Department of Energy Acquisition Regulation [DEAR] 970.5204-78, *Laws, Regulations, and DOE Directives* [JUN 1997] or the current version which is DEAR 970.5204-2, *Laws, Regulations, and DOE Directives* [DEC 2000]) that provides for development and maintenance of a List B for certain applicable Directives. Before a new or revised DOE/ORO Directive (or portion thereof) is included in List B, the contractor reviews the Directive and agrees to the applicability of the document under contract terms. If applicable, the contractor determines whether it is currently in compliance with the Directive and what the overall impact on operations might be and, for ES&H Directives, whether a WSS Set revision or S/RID change effort should be initiated. The contractor response is transmitted to ORO/YSO within 30 calendar days of the receipt of the COR's letter requesting an impact assessment. See ORO O 250, Chapter IV, IMPACT ASSESSMENTS, and ORO O 250, Chapter VIII, REQUIREMENTS CHANGE NOTICES, which contain details on the impact assessment process per DEAR 970.5204-78 or DEAR 970.5204-2 (whichever version is in the contract).

(b) Other Source Documents.

1 DOE Technical Standards. Contractors are responsible for obtaining new and revised DOE Technical Standards from the appropriate sources. DMG maintains a list of draft and published DOE Technical Standards on the DMG Home Page at [http://www.ornl.gov/doi/doi\\_oro\\_dmg/](http://www.ornl.gov/doi/doi_oro_dmg/) via the "Technical Standards" link. Copies of DOE Technical Standards are available online and can be printed from the "Technical Standards" link, second bullet, "DOE Technical Standards Homepage." See ORO O 250, Chapter III, ORO TECHNICAL STANDARDS PROGRAM, for further information.



- b. DEAR 970.5204-2, LAWS, REGULATIONS AND DOE DIRECTIVES (DEC 2000).
  - c. DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY, dated October 15, 1996.
  - d. DOE/EH/-0416, *Criteria for the Department's Standards Program*, dated August 1994.
  - e. ORO O 250, Chapter II, Change 4, ORO DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
  - f. ORO O 250, Chapter III, Change 3, ORO TECHNICAL STANDARDS PROGRAM, dated October 31, 2003, and any subsequent revisions.
  - g. ORO O 250, Chapter IV, Change 3, IMPACT ASSESSMENTS, dated October 31, 2003, and any subsequent revisions.
  - h. ORO O 250, Chapter V, Change 4, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, dated October 31, 2003, and any subsequent revisions.
  - i. ORO O 250, Chapter VI, Change 3, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, dated October 31, 2003, and any subsequent revisions.
  - j. ORO O 250, Chapter VII, Change 3, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS, dated October 31, 2003, and any subsequent revisions.
  - k. ORO O 250, Chapter VIII, Change 1, REQUIREMENTS CHANGE NOTICES, dated October 31, 2003, and any subsequent revisions.
  - l. ORO O 250, Chapter X, DOE DIRECTIVES SYSTEM, dated October 31, 2003, and any subsequent revisions.
  - m. 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 this Chapter 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 - Definitions.
  - c. Attachment 3 - Key Personnel Data Gathering Form.

## CONTRACTOR REQUIREMENTS DOCUMENT

Types of contractors identified in Paragraph 3 of this Chapter must develop management systems and processes that align with the requirements and procedures contained in Paragraph 5 of this Chapter and comply with the following.

1. Contractors must provide DMG with appropriate names and electronic mail addresses for personnel who should receive notification of the publication of new/revised DOE/ORO Directives. An electronic registration form is available on the DMG Home Page ([http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/)) at “*Register for E-Mail Notifications on Directives.*”
2. Contractors are responsible for obtaining new and revised Federal, State, and local laws and regulations; consensus standards; and DOE Technical Standards from appropriate sources. Links to related web sites are available on the DMG Home Page ([http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/)) at “*Links to Other Information Resources.*”
3. Contractors must flow down requirements by incorporating standards/requirements accepted as applicable to their contract into their implementing documents (such as policies, programs, implementing mechanisms [i.e., procedures, posters, etc.], and other media).

## DEFINITIONS

These definitions apply specifically to the ORO Standards Management Program and may not be identical to the definitions for the same terms used in other ORO documents.

1. **ADEQUACY.** Adequacy of standards/requirements is achieved when a set of ES&H-related standards/requirements selected to control the work and associated hazards for specific sites, facilities, or activities has been approved by DOE as providing an acceptable level of protection equivalent to comparable commercial facilities/activities. If there are no comparable commercial facilities, adequacy is what is determined to be acceptable by DOE, normally through the S/RID and WSS Set development and change process.
2. **APPLICABILITY.** Whether a standard or requirement addresses the work performed at a site or facility or by a contractor. The applicability decision does not include cost/benefit analysis or a judgment of the reasonableness of implementing the standard or requirement.
3. **AUTHORIZATION AGREEMENTS.** Are documented agreements between DOE and the contractor that define the authorization basis for a defined scope of work.
4. **COMPENSATORY MEASURES.** Necessary interim actions taken to reduce the risk to the health and safety of the public, workers, or the environment to an acceptable level (i.e., the likelihood of killing, maiming, injuring, or exposing the public or workers to hazardous materials is very small over the remaining life of the facility) until actions can be taken to mitigate or eliminate the noncompliance and/or risk (i.e., provide a level of protection equal to that provided by the requirement or come into full compliance with the requirement).
5. **CONFIRMATION TEAM.** The Confirmation Team is responsible for verifying that the Identification (ID) Team followed the WSS process and for confirming the adequacy of the proposed WSS Set. See ORO O 250, Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, for further information.
6. **CONVENED GROUP.** The Convened Group (or equivalent) is composed of appropriate line, ES&H, and senior management personnel from the contractor and ORO/YSO, plus others determined by this group to be appropriate. The Convened Group acts as the “agreement parties” for the initial WSS development process. The Convened Group for a new WSS Set development effort is determined by the COR, and a senior member of the Office of Assistant Manager for Environment, Safety, Health, and Emergency Management (Division Director or above). If the scope of the WSS Set warrants it (e.g., a site-wide WSS Set with multiple work scopes and hazards), the Convened Group may choose to split itself into an Executive Convened Group (ECG) and one or more lower level Technical Convened Group(s) (TCGs).
  - **Executive Convened Group.** A team group to which certain Convened Group responsibilities are delegated. The ECG normally consists of senior-level ORO/YSO and contractor management and DOE HQ personnel.

- **Technical Convened Group.** One or more lower-team group(s) to which certain Convened Group responsibilities are delegated. The TCG must meet with the ECG on a regular basis to report progress, obtain agreement on proposed actions, etc.

See ORO O 250, Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, for further information.

7. **DOE DIRECTIVES.** DOE expectations are expressed through Directives which include:
  - DOE Policies,
  - DOE Orders,
  - DOE Notices,
  - DOE Manuals,
  - DOE Guides, and
  - DOE Technical Standards.
8. **DIVISION OF PRIMARY INTEREST.** The organization, typically at the division level, that has principal responsibility for the subject matter of a particular DOE/ORO Directive. This organization originates ORO Directives related to the DOE Directive of that subject.
9. **EXECUTIVE CONVENED GROUP.** See Convened Group.
10. **EXEMPTION.** An exemption is a formally requested and approved relief, waiver, or release (either temporary or permanent) from a DOE/ORO Directive requirement.
11. **FUNCTIONAL AREA.** A major program area that is applicable to DOE operations. Examples of ES&H functional areas include Fire Protection, Radiation Protection, Environmental Protection, etc.
12. **IDENTIFICATION TEAM.** The ID Team is responsible for the WSS Set development and maintenance. The quality of a WSS document depends on the quality of the ID Team. The ID Team must include an appropriate mix of experienced personnel who are team players and knowledgeable in the subject matter, site, facility, or activity. The ID Team should include (1) contractor line managers, SMEs, and workers and (2) ORO/YSO line managers and SMEs. The ID Team may include other DOE personnel (e.g., DOE HQ program office personnel). See ORO O 250, Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, for further information.
13. **IMPLEMENTATION ASSUMPTION.** A statement within a WSS Set or S/RID that documents how a standard or requirement is applied for the specific site or facility or by a contractor. An assumption may define applicability, clarify the intent of the requirement, provide cross-references, or define basic assumptions used in applying the requirement. DOE approves implementation assumptions during the adequacy review and approval process. Changes to the assumptions must also be approved by DOE.
14. **IMPLEMENTATION GUIDANCE.** Is not a requirement but is suggested guidance for implementing WSS Sets or S/RIDs.

15. **IMPLEMENTATION PLANS.** Specify actions and schedules for achieving compliance with new/revised contract requirements and provide appropriate information to support the proposed actions. Implementation plans cover new and revised requirements which the contractor is unable to implement within existing funds and/or specified time frames. See ORO O 250, Chapter VI, IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, for further information.
16. **IMPLEMENTING DOCUMENTS.** Implementing documents include, but are not limited to, policies, procedures, engineering drawings, training materials, job postings, education/qualification documents, permits, and Safety Analysis Reports that specify the actions and conditions necessary to operate in accordance with applicable requirements.
17. **MEMORANDUM OF AGREEMENT.** Serves the same purpose as an MOU, and has the same legal and financial restrictions. It differs from an MOU in that it is an agreement used between DOE Organizations (including those between ORO entities).
18. **MEMORANDUM OF UNDERSTANDING.** A written agreement between ORO and a non-DOE organization. It describes the understanding between the parties for tasks to be performed and a method for their performance. An MOU is not a binding contract, and it cannot be used to obligate or commit funds or serve as the basis for the transfer of funds.
19. **OPERATIONAL EXPERT.** Personnel knowledgeable of site/facility activities, processes, programs, policies, and procedures (e.g., Facility Representative, Facility Manager, etc.).
20. **OAK RIDGE OPERATIONS DELEGATIONS.** Legal documents used by the Manager, Oak Ridge Operations, to delegate authority to an Assistant Manager, who, if it is found necessary and feasible, can then in turn delegate the authority to the Director, Procurement and Contracts Division, for contractual work at the Field level.
21. **OAK RIDGE OPERATIONS DIRECTIVES.** ORO expectations are expressed through Directives including:
  - ORO Orders,
  - ORO Chapters,
  - ORO Manuals, and
  - ORO Notices.
22. **PRINCIPAL STAFF.** Includes:
  - Manager;
  - Deputy Manager for Laboratory Operations;
  - Chief Operating Officer;
  - Director, Public Affairs Office;
  - Diversity Programs and Employee Concerns Manager;
  - Director, Office of Partnerships and Program Development;
  - Office of Chief Counsel;
  - all Assistant Managers;
  - all Executive Directors;
  - all Division/Office Directors;

- all Site Managers;
  - all Branch Chiefs; and
  - all Team/Group Leaders.
23. **PROCESS LEADER.** The WSS process leader must be responsible for coordinating WSS Set development. See ORO O 250, Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS SETS, for further information.
  24. **REQUIREMENT.** A specific sentence, paragraph, or section within a source document that prescribes explicit actions, responsibilities, or criteria that must be met because of either legal or contractual obligations. References included in a reference section are not considered to be requirements, nor are broad and general policy statements. Contractual requirements do not become binding upon contractors until placed in List B. However, applicable requirements from Federal, State, and local laws and regulations are binding even if they are not mentioned in the contract.
  25. **SECRETARIAL DELEGATIONS OF AUTHORITY.** The highest level legal instrument used to transfer authority granted to the Secretary of Energy by statute, Executive Order, or regulation to an Assistant Secretary or Head of a Departmental or Field Element.
  26. **SOURCE DOCUMENT.** The standard in which a requirement originates, such as DOE/ORO Directives, DOE Rules, laws, regulations, or voluntary consensus standards. An organization's internal policies and procedures are implementing documents, not sources of requirements.
  27. **STANDARD.** Standards are the expressed expectations for performance of work. Standards may be reference points against which to measure excellence or they can become enforceable requirements (either under law or under DOE contract). An organization's internal policies and procedures are implementing documents, not standards. Standards are also referred to as source documents. Standards include Federal, State, and local laws and regulations; DOE/ORO Directives; and voluntary consensus standards that protect the environment, the safety and health of workers, and the public.
  28. **STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENT.** An S/RID lists the necessary and sufficient set of ES&H-related requirements to be implemented by a site, facility, activity, or contractor to achieve an adequate level of protection of worker(s), the public safety and health, and the environment. S/RID requirements are structured by functional area.
  29. **SUBJECT MATTER EXPERT.** An individual with experience and education or training in a particular functional area, sufficient to serve as a technical advisor on matters relating to that functional area. SMEs may serve as assessors, prepare and/or review corrective action plans and implementation plans, help develop or review WSS Sets, and review S/RID change packages.
  30. **TAILORED APPROACH.** A method of implementing a requirement to the extent appropriate and necessary based upon the specific mission, activities, and hazards at a site or facility.
  31. **TECHNICAL CONVENED GROUP.** See Convened Group.

32. **VOLUNTARY CONSENSUS STANDARDS.** A prescribed set of rules, conditions, or best management practices developed or adopted by a voluntary consensus standard body, both domestic and international (e.g., American Society of Mechanical Engineers, American Nuclear Society). Per the Office of Management and Budget Circular A-119, dated February 19, 1998, a voluntary consensus standard is one that has been adopted by a voluntary consensus standard body and industry standards, company standards, and de facto standards are not considered to be voluntary consensus standards.
33. **WORK SMART STANDARDS SETS.** WSS Sets are the necessary and sufficient set of requirements to meet performance expectations and objectives for providing adequate protection to workers, the public, and the environment. The process of developing the WSS Set includes:
- (1) Defining the work and associated hazards,
  - (2) Creating the teams,
  - (3) Defining the protocols and documentation requirements,
  - (4) Identifying the set of standards/requirements,
  - (5) Confirming the WSS Set, if necessary, and
  - (6) Approving the WSS Set.
- Approved WSS Sets are placed in the contract by contract modification.
34. **WSS SET TEAM PARTICIPANTS.** See Confirmation Team, Convened Group (Technical and Executive), ID Team, and Process Leader.

**KEY PERSONNEL DATA GATHERING FORM**

Revision 6.0  
10/31/2003

**NAME:** \_\_\_\_\_

**ORGANIZATION NAME AND ROUTING SYMBOL:** \_\_\_\_\_

**CURRENT JOB TITLE:** \_\_\_\_\_

**AREAS OF EXPERTISE:** \_\_\_\_\_

**EDUCATION:**

Undergraduate (Degree and Subject): \_\_\_\_\_

Graduate (Degree and Subject): \_\_\_\_\_

Special Training (Such as Navy Nuclear, Commercial Nuclear, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Other Relevant Technical Training (Indicate course(s), seminar(s), or conference(s) pertinent to your job function)  
(Limited to the last 5 years) –Attach additional sheets of paper as necessary:

<u>Course/Seminar/Conference Title</u>	<u>No. of Hours/Duration</u>	<u>Date Completed</u>
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**RELEVANT TECHNICAL CREDENTIALS:**

Pertinent Licenses or Certifications: \_\_\_\_\_

Technical Society Memberships: \_\_\_\_\_

**EXPERIENCE:**

Describe Your Principle Job-Related Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Years of *Technical/Related* Experience: \_\_\_\_\_

Total Years of *Nuclear* Experience: \_\_\_\_\_

Nuclear Experience Summary (Specify how Nuclear Experience years were achieved):

(1) DOE: \_\_\_\_\_ (2) NRC: \_\_\_\_\_ (3) M&O Contractor/ERMC: \_\_\_\_\_ (4) Support Contractor: \_\_\_\_\_  
(5) Navy: \_\_\_\_\_ (6) Consultant: \_\_\_\_\_ (7) Other (Specify): \_\_\_\_\_

Participation in Technical Standards – Provide name of committee and/or subject and date of any publications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Privacy Act Notice: This information is provided pursuant to the Privacy act of 1974, 5 U.S.C. 552a, for current and former DOE employees.

DOE-1 DOE PERSONNEL AND GENERAL EMPLOYMENT RECORDS

Collection of the information requested on this form is authorized by 5 U.S.C. 301, the Department of Energy Organization Act, including authorities incorporated by reference in Title III of the Department of Energy Organization Act; 5 U.S.C. 2102 Et. Seq.; Executive Order 12009; OMB Regulations.

The personal information obtained from this form is maintained in system of record DOE-1, DOE Personnel and General Employment Records.

Disclosure of the information on this form is voluntary, however, without appropriate documentation of experience it would be difficult for oversight personnel to verify technical expertise.

Routine uses of information maintained in this system, including categories of users and the purposes of such uses are listed in Appendix B. Federal Register, Vol. 47, No. 64, dated April 2, 1982.