

U.S. Department of Energy

Oak Ridge Operations

| |
|---|
| ORO O 250 Rev. 2 Chapter II, Chg. 1 |
|---|

DATE: 06/03/1998

SUBJECT: OAK RIDGE DIRECTIVES SYSTEM

1. PURPOSE. This Chapter correlates to DOE O 251.1A, DIRECTIVES SYSTEM, dated January 30, 1998, and it describes implementation of the directives system within Oak Ridge Operations (ORO). It assigns responsibility and accountability, 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. Nothing in this Chapter changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter II, OAK RIDGE DIRECTIVES SYSTEM, dated March 31, 1997.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations and to contractors with DOE or ORO Orders in their contract directives appendix, Standards/Requirements Identification Document (S/RID), or Work Smart Standards (WSS) set.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Administration (AMA).
 - (1) Approves ORO directives, except changes thereto that are approved in accordance with subparagraph 4d(4) below.
 - (2) Decides whether ORO will challenge a contractor's appeal to the Directives Management Board concerning imposition of additional requirements through a DOE or ORO directive.
 - (3) Approves ORO comments on Directives Management Documents (DMD) 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. Divisions of Primary Interest (DPI).
 - (1) Determine, subject to concurrence of the Directives Management Group (DMG), whether an ORO directive or revision is needed, and, if so, prepare a draft that conforms to the requirements of this Chapter.
 - (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 recertification 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.

c. Principal Staff.

- (1) Provide comments to the DMG on draft DOE and ORO 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.
- (4) Provide the DMG with copies of comments submitted to Headquarters on draft and final DOE Rules promulgated under the Price-Anderson Amendments Act and the associated draft and final guides.

d. Leader, Directives Management Group.

- (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 each directive, update, and revision, and assists the DPI in developing ORO directives that conform to the objectives and requirements of this Chapter 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) Develops and maintains electronic distribution systems and ensures that directives are readily accessible to ORO staff and contractors.
- (6) Manages the directives review process by which ORO directives are reviewed biennially for accuracy and sufficiency.
- (7) Coordinates staff review of DMD and draft DOE directives, including Policy Statements, Orders, Chapters, Notices, Guides, and DOE Technical Standards, and coordinates resolution of conflicting positions; and consolidates comments for the AMA's signature.

- (8) Provides electronic notification of draft and final DOE Rules published in the Federal Register.
- (9) Maintains copies of all draft and final DOE Rules and copies of comments sent to Headquarters by ORO and its contractors. Posts comments on the DMG home page.

5. REQUIREMENTS AND PROCEDURES.

a. Types of ORO Directives.

- (1) ORO Orders correlate to DOE Orders by subject matter category, (i.e., a single ORO Order will correlate to all DOE Orders within subject matter series 440, Worker Protection; a separate ORO Order will correlate to all DOE Orders within subject matter series 450, Protection of the Public and Environment, etc.).
- (2) ORO Chapters are discrete directives within ORO Orders that correlate typically, but not always, to individual DOE Orders. They assign responsibility and accountability for carrying out requirements of the DOE directive, define procedures for carrying out work within ORO, and, where appropriate, identify supplemental requirements/instructions to be observed by contractors. They also apply to the Office of Scientific and Technical Information in those functions where ORO provides service to that organization.
- (3) ORO Notices also typically correlate to a specific DOE directive and serve the same purpose as an ORO Chapter. They are used to transmit time-limited information or when immediate issuance without full coordination is required. They are also used to cancel ORO directives. They expire no later than 1 year from issuance.
- (4) ORO Manuals supplement ORO Order Chapters when it is necessary to establish detailed requirements and procedures that exceed 10 pages in length; otherwise, that information is included in the ORO Chapter.
- (5) Oak Ridge Implementation Guidance (ORIG) is an ORO directive that was issued between June 1991 and October 1995. ORIGs are being replaced by ORO Orders and Chapters.

b. ORO Directives Numbering System.

- (1) ORO Orders are assigned the three-digit number of the DOE subject matter series to which they relate. Amendments are identified as Revision 1, Revision 2, etc.
- (2) ORO Chapters correlate to individual DOE Orders within a subject matter series and are assigned Roman numerals (i.e., Chapter I, Chapter II, etc.). Revisions become Chapter I, Change 1, 2, 3, etc. There is no correlation between the Chapter's Roman numeral and the number of the DOE Order to which it relates.

- (3) ORO Manuals are tied to the number of the ORO Order Chapter they supplement rather than to any existing DOE Manual in the same subject area.
 - (4) ORO Orders and Notices that do not correlate to a particular DOE directive, or that correlate to a DOE Rule, are issued a new Chapter number in the applicable lead subject category. Chapters not listed under lead subject categories in DOE M 251.1-1A, Chapter I, use the next Chapter number in the ORO Order lead subject category. Two examples of ORO directives of this type are ORO O 110, ORGANIZATION AND STRUCTURE, and ORO O 250, STANDARDS MANAGEMENT.

c. ORO Orders and Manuals Development Process.

- (1) 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.
- (2) The DPI prepares a draft version of the directive or revision in accordance with the format specified in subparagraph 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 supplemental requirements/instructions to be imposed on contractors by ORO.
- (3) 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.
- (4) The DMG transmits the draft directive and impact analysis, if applicable, to appropriate ORO and contractor organizations, which shall have at least 15 days for review and comment.
- (5) Reviewers prepare comments thereon. If the DMG receives no comments or requests for additional time by the identified response date, the reviewing organization is assumed to have no concerns with the directive.
- (6) The DPI and DMG shall review and resolve all comments. Issues are raised to whatever level of management is necessary to reach a decision.
- (7) The DMG assists the DPI to prepare a final directive that incorporates accepted comments, which is then forwarded to the AMA for approval.
- (8) The DMG provides electronic distribution of the approved directive in accordance with approved distribution lists and maintains the ORO library of directives and associated historical files.

d. Content and Format Requirements for ORO Directives.

- (1) Compatibility with DOE Directives. ORO Orders, Chapters, Notices, and Manuals must not contradict or delete provisions in any applicable Policy, 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 ORO directive. This does not preclude inclusion of supplemental requirements/instructions, although the benefit, impact, and cost of such requirements/instructions should be carefully considered.
- (2) ORO Umbrella Orders. The following standard paragraphs are used for each umbrella Order in the sequence given below. If a particular paragraph does not apply, enter "None." Each umbrella Order must have a Table of Contents.
 - (a) Purpose. This paragraph states why the Order is being issued. Refer to paragraph 1 of ORO O 250, STANDARDS MANAGEMENT, for an example.
 - (b) Significant Changes. This paragraph outlines the significant changes that have been made since the previous issuance of the Chapter.
 - (c) Summary. This paragraph identifies the Chapters in the Umbrella Order and the ORIG/ORO Orders being canceled and replaced by each Chapter.
 - (d) Contractor Requirements Document. This paragraph identifies where to find contractor responsibilities.
- (3) ORO Chapters. The following standard paragraphs are used for each Chapter in the sequence given below. If a particular paragraph does not apply, enter "None."
 - (a) Purpose. This paragraph states why the Chapter is being issued. It also tells whether the Chapter stands alone or correlates to a DOE directive. Refer to paragraph 1 of this Chapter 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 Chapter 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 Officer's 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 is incorporated into a Manual attached to the Chapter, and the Manual is referenced in this paragraph. Material included in a DOE directive or external requirement may be referenced but should not be repeated in this section.
- (f) References. This paragraph lists DOE directives, other ORO directives, laws, regulations, and other documents covering closely related material that are referenced in the ORO Chapter or that provide additional information to assist in implementation of the ORO Chapter. Referenced documents are listed by number, title, and date of issuance. If the relationship of the referenced document to the subject matter of the ORO Chapter 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. If the list of definitions is more than one page, it is referenced here and included as an attachment.
- (h) Contractor Requirements Document (CRD). This paragraph identifies where to find contractor responsibilities.
- (I) Attachments.
 - 1 CRDs. 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 are included in the Applicability paragraph. A CRD is not necessary for an ORO Chapter unless supplemental requirements/instructions not included in the correlating DOE Order are being imposed on the contractor, or unless the DOE Order does not contain a CRD but is applicable to contractors and it is not clear which requirements may apply to contractors.

NOTE: The CRD to an ORO or DOE Order does not become contractually binding until it is placed on the contract appendix or approved by ORO for addition to the WSS set or S/RID.

- 2 Manuals. List by title and number.
- 3 Attachments. List by number designation. Attachments should not exceed several pages in length. Sample forms and definition lists are examples of attachments.
- (4) ORO Manuals. Manuals are not stand-alone documents; they are attachments to ORO Chapters prepared when the requirements and procedural information in the Chapter exceeds 10 pages. Each manual must have a Table of Contents and may be divided into Chapters.
- (5) ORO Notices. Following are examples of material that 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 ORO Orders, unless the DMG agrees to an alternate approach.
 - (c) Notification that an ORO directive has been canceled. The DMG originates this type of Notice using a standard format.
- e. Exemptions. For information on processing and approval of directive exemption requests, see Chapter VI, paragraph 5, of this Order and DOE M 251.1-1A, Chapter VII.
- 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 (i.e., a Chapter is added or a major change in responsibilities occurs), the umbrella Order must be updated to reflect the changes and reissued.
 - (2) Changes to an ORO Order or Chapter that involve fewer than half the pages shall be issued as page changes. Each changed page contains 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 using standard Chapter format and included as Chapters under the lead subject category.

- (4) ORO 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 ORO directive or part thereof. The DMG handles cancellations as follows:
 - (1) The cancellation of one Chapter by another when both correlate to the same DOE Order is noted in paragraph 2 of the new Chapter.
 - (2) The cancellation of one Chapter by another when they do not correlate to the same DOE Order is also noted in paragraph 2 of the new Chapter. In addition, to ensure that all interested parties are informed, an ORO Notice will be issued in the subject matter of the canceled Chapter that identifies both the canceled Chapter and its replacement.
- 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 works 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 ORO directive. If the document was originated in Headquarters, the DMG refers the issue to the DOE Directives System Manager.
- i. Directives Review. ORO Orders and Chapters shall be reviewed every 2 years to determine whether cancellation, revision, or continuation is appropriate. If not canceled, revised, or formally certified for continuation by the DPI, the directive automatically expires on the fourth anniversary of its issuance. Only the Chapters of ORO Orders close to their 2-year anniversary date need be reviewed, not the entire Order.
 - (1) The DMG sends a quarterly notice and directives review form to the DPI for each Chapter under its jurisdiction where more than 2 years has passed since the last revision.
 - (2) Upon determining whether the Chapter should be canceled, revised, or recertified as still accurate and necessary, the DPI returns the completed form to the DMG. If the Chapter 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 its prime contractor elements listing the Chapters that have been reviewed, canceled, revised, or scheduled for revision or recertification.
- j. DMD and Draft DOE Directives.
 - (1) The DMG receives DMD 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 251.1-1A, Chapter III.) 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. None.
 7. DEFINITIONS.
 - a. Directives include DOE Policy Statements, Orders, Notices, Manuals, DOE Regulations (Code of Federal Regulations), Technical Standards, and Guides, as well as ORO Orders, Chapters, 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. See Attachment 1, Contractor Requirements Document.
 9. ATTACHMENTS.
 - a. Attachment 1 - Contractor Requirements Document.
 - b. Attachment 2 - CROSSWALK OF OR/ORIG DIRECTIVES NUMBERS TO NEW DIRECTIVES NUMBER STRUCTURE, dated March 31, 1998.
 - c. Attachment 3 - OAK RIDGE OPERATIONS ORDER NUMBER STRUCTURE, dated March 31, 1998.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors with DOE or ORO Orders in their contract directives appendix, S/RID, or WSS sets shall comply with the following:

1. DOE O 251.1A, Attachment I, Contractor Requirements Document.
2. DOE M 251.1-1A, Chapter II, DIRECTIVES DEVELOPMENT, which directs contractors to provide comments on Directives System documents (e.g., DMDs and draft directives). Comments shall be provided to the DMG by the date requested when the document is provided for review.
3. DOE M 251.1-1A, Chapter III, COORDINATION AND ISSUE RESOLUTION PROCESS, which covers development and submission of comments on DMDs and directives. Comments shall be provided to the DMG by the date requested when the document is provided for review.
4. DOE M 251.1-1A, Chapter IV, SUPPLEMENTAL DIRECTIVES, which ensures that, under stated conditions, contractors have an opportunity to assess the implementation costs and value added of ORO directives, and it allows contractors to appeal imposition of an ORO directive to the Directives Management Board.
5. DOE M 251.1-1A, Chapter V, UNAUTHORIZED DIRECTIVES, which directs contractors to notify the Directives System Manager (i.e., the DMG) of any documents that may contain information that should be within the Directives System (i.e., rogue directives) and which have been issued to them outside the System.
6. DOE M 251.1-1A, Chapter VII, EXEMPTIONS, which contains requirements for directives exemption requests. Contractor shall submit exemption requests for DOE or ORO Order requirements to the Contracting Officer's Representative with a copy to the DMG.
7. Forward to the DMG copies of comments sent to DOE Headquarters on draft and final DOE Rules and amendments and related draft and final guides.

NOTE: The DOE Rules do not require contractors to provide copies of comments on draft or final Rules to the local Operations Office. However, ORO has made this a contractual requirement. Comments from contractors and ORO will be posted on the DMG home page.

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

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|--|---|---------------------------|---|------------|
| ORO N 251.1 | ORO O 250 Chapter II | DOE O 251.1 | Oak Ridge Directives System | AD-440 |
| ORO N 471.2 | Not applicable | 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 | --- | Organization and Functions - Oak Ridge Operations | AD-440 |
| ORIG 1270.2B | ORO O 140 Chapter II | DOE 1270.2B | Safeguards Agreement With the International Atomic Energy Agency (IAEA) | FM-73 |
| OR 13XX.1C | ORO O 220 Chapter V | --- | Appraisal of DOE Contractor Performance | FM-73 |
| ORIG 1300.X1A Att. A & Ch 1&2 of Att. B Ch 3 of Att. B Ch 4 of Att. B Ch 5, 8, & 9 of Att. B Ch 6 of Att. B Ch 7 of Att. B | ORO O 250 Chapter I Chapter IV Chapter V Chapter VI Chapter VII ORO O 220 Chapter VIII | --- | Oak Ridge Operations Standards Management Program | AD-440 |
| ORIG 1300.2A | ORO O 250 Chapter III | --- | Oak Ridge Operations Office (ORO) Technical Standards Program | AD-440 |
| ORIG 1360.2A | ORO O 560 Chapter I | DOE 1360.2B | Unclassified Computer Security Program | DP-82 |
| ORIG 1430.1C | ORO O 240 Chapter I | DOE1430.1D | Scientific and Technical Information Management | ER-11 |
| OR 1500.2 | ORO O 550 Chapter I | DOE 1500.2A | Travel Policy and Procedures | FM-71 |
| OR 1500.4 | ORO O 550 Chapter III | DOE 1500.4A | Travel Charge Card Program | FM-71 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|---------------------------|--|------------|
| 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 2030.4B | 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 2100.12A | Payments for Special Burdens and in Lieu of Taxes | FM-71 |
| ORIG 2200.2C | ORO O 530 Chapter I | DOE 2200.2B | 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 2200.11 | Processing Garnishment Orders for Child Support and/or Alimony | FM-71 |
| ORIG 2200.13 | ORO O 220 Chapter VI | DOE O 224.1 | Oversight of Integrated Contractor Financial Management | FM-73 |
| ORIG 2300.1B | ORO O 220 Chapter VII | DOE 2300.1B | Audit Resolution and Followup | FM-73 |
| OR 2320.1B | ORO O 220 Chapter II | DOE 2320.1C | Cooperation With the Office of the Inspector General | FM-73 |
| ORIG 2320.2A | ORO O 220 Chapter III | DOE 2320.2B | Establishment of Departmental Position on Inspector General Reports | FM-73 |
| OR 2321.1A | ORO O 220 Chapter IX | DOE 2321.1B | Auditing of Programs and Operations | FM-731 |
| ORIG 2340.1C | ORO O 220 Chapter IV | DOE 2340.1C | Coordination of General Accounting Office Activities | FM-73 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|---------------------------|--|------------|
| OR 3000.1 | ORO O 320 Chapter I | DOE O 321.1 | Administration of General Personnel Authorities | AD-44 |
| ORIG 3220.4 | ORO O 350 Chapter IV | DOE O 350.1 | Contractor Personnel and Industrial Relations Reports | AD-44 |
| ORIG 3220.6 | ORO O 350 Chapter III | DOE O 350.1 | Federal Labor Standards | AD-44 |
| OR 3296.1A | ORO O 320 Chapter II | --- | Processing Personnel Actions | AD-44 |
| OR 3300.1A | ORO O 320 Chapter I | DOE 3300.3 | Assignment of Departmental Personnel Outside the Department | AD-44 |
| OR 3304.1 | ORO O 320 Chapter III | DOE 3304.1A | Employment of Experts and Consultants | AD-44 |
| OR 3315.1 | ORO O 320 Chapter I | DOE 3300.3 | Probationary Period for Managers and Supervisors | AD-44 |
| OR 3330.1 | ORO O 320 Chapter VIII | DOE O 324.1 | Repromotion Consideration for Employees Entitled to Grade or Pay Retention | AD-44 |
| OR 3335.1A | ORO O 320 Chapter VII | DOE 3335.1C | Merit Promotion Program - Competitive Service | AD-44 |
| OR 3340.1 | ORO O 320 Chapter I | DOE 3300.3 | Part-Time Career Employment Program | AD-44 |
| OR 3351.1A | ORO O 320 Chapter I | DOE 3300.3 | Reduction in Force | AD-44 |
| ORIG 3410.1B | ORO O 360 Chapter I | DOE O 360.1 | Training | DP-83 |
| 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 331.1 | Incentive Awards | AD-44 |
| ORIG N 3450.31 | ORO O 330 Chapter II | DOE O 332.1 | Time Off Awards | AD-44 |
| OR 3510.1 | ORO O 320 Chapter IX | DOE O 325.1 | Position Management | AD-44 |
| OR 3511.1A | ORO O 320 Chapter IX | DOE O 325.1 | Position Classification | AD-44 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|---------------------------|--|------------|
| OR 3550.1B | ORO O 320 Chapter IV | DOE O 322.1 | Pay Administration and Hours of Duty | AD-44 |
| ORIG 3600.1B | ORO O 530 Chapter IV | DOE 3600.1B | Time and Attendance Reporting | FM-71 |
| ORIG 3610.X1B | ORO O 340 Chapter I | --- | Alternative Work Schedule Program | AD-44 |
| OR 3630.1A | ORO O 320 Chapter V | DOE O 322.1 | Leave Administration | AD-44 |
| ORIG 3630.2 | ORO O 320 Chapter VI | DOE O 322.1 | Voluntary Leave Transfer Program | AD-44 |
| ORIG 3731.1 | ORO O 320 Chapter X | DOE 3731.1 | Suitability, Position Sensitivity Designations, and Related Personnel Matters | AD-44 |
| ORIG 3750.1A | ORO O 330 Chapter III | DOE 3750.1 | Work Force Discipline | AD-44 |
| OR 3771.1 | ORO O 340 Chapter II | DOE 3771.1 | Grievance Policy and Procedures | AD-44 |
| ORIG 3790.X2 | ORO O 440 Chapter I | --- | DOE Oak Ridge Operations Office (ORO) Federal Employee Occupational Safety and Health Confined Space Entry | SE-32 |
| OR 3792.1 | ORO O 340 Chapter III | DOE 3792.1A | Employee Health and Counseling Programs | AD-44 |
| OR 3792.3 | ORO O 340 Chapter IV | DOE 3792.3 | Drug-Free Federal Workplace Testing Implementation Program | AD-44 |
| ORIG 3792.X9 | ORO O 350 Chapter VI | --- | Workplace Substance Abuse at Oak Ridge Sites | AD-44 |
| ORIG 3830.1 | ORO O 350 Chapter I | DOE O 350.1 | Policies and Procedures for Pension Programs Under Operating and Onsite Service Contracts | AD-44 |
| ORIG 3890.1 | ORO O 350 Chapter II | DOE O 350.1 | 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) | CE-52 |
| ORIG 4200.3C | ORO O 540 Chapter I | --- | Management of Support Services Activity | AD-423 |
| OR 4210.7A | ORO O 540 Chapter II | --- | Indirect Cost Rate Responsibilities for Commercial Organizations | AD-423 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|----------------------------|--|------------|
| ORIG 4300.2B | ORO O 480 Chapter II | DOE O 481.1 | Non-Department of Energy Funded Work (Work for Others) | M-6 |
| 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-52 |
| ORIG 4330.2D | ORO O 430 Chapter II | DOE 430.2 | In-House Energy Management | CE-51 |
| ORIG 4330.4C | ORO O 430 Chapter I | DOE O 430.1 | Maintenance Management Program | CE-52 |
| 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-52 |
| ORIG N 5000.3C | ORO O 230 Chapter IV | DOE O 232.1 | Occurrence Reporting and Processing of Operations Information | SE-32 |
| ORIG 5400.1E | ORO O 450 Chapter I | DOE 5400.1 | General Environmental Protection Program | SE-32 |
| ORIG 5400.4A | ORO O 230 Chapter III | --- | Comprehensive Environmental, Response, Compensation, and Liability Act (CERCLA) Requirements | SE-32 |
| ORIG N 5400.5C | ORO O 440 Chapter IV | DOE N 441.1 DOE P 441.1 | Radiation Protection of the Public and the Environment | SE-32 |
| ORIG N 5440.1C | ORO O 450 Chapter II | DOE O 451.1A | Implementation of the National Environmental Policy Act | SE-32 |
| ORIG 5477.X1 | ORO O 450 Chapter III | --- | Cultural Resources Management Program | SE-32 |
| ORIG 5480.1F | ORO O 230 Chapter I | --- | Environment, Safety, and Health Program for Oak Ridge Operations | SE-32 |
| 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-32 |
| ORIG 5480.4B | ORO O 440 Chapter III | DOE 5480.4 | Environmental Protection, Safety, and Health Protection Standards | SE-32 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|----------------------------|--|------------|
| OR 5480.6 | ORO O 420 Chapter X | --- | Safety of Department of Energy-Owned Reactors | SE-33 |
| ORIG 5480.7B | ORO O 420 Chapter I | DOE O 420.1 DOE O 440.1 | Fire Protection | SE-33 |
| ORIG 5480.8A | ORO O 440 Chapter I | DOE O 440.1 | Contractor Occupational Medical Program | SE-32 |
| ORIG 5480.9A | ORO O 440 Chapter I | DOE O 440.1 | Construction Safety and Health Program | SE-32 |
| ORIG 5480.10A | ORO O 440 Chapter I | DOE O 440.1 | Contractor Industrial Hygiene Program | SE-32 |
| ORIG 5480.11C | ORO O 440 Chapter VI | DOE O 441.1 | Radiation Protection for Occupational Workers | SE-32 |
| ORIG 5480.13A | ORO O 440 Chapter II | DOE O 440.2 | Aviation Safety | SE-33 |
| ORIG N 5480.15C | ORO O 440 Chapter VI | DOE N 441.1 | Department of Energy Laboratory Accreditation Program for Personnel Dosimetry | SE-32 |
| ORIG N 5480.19B | ORO O 420 Chapter IV | --- | Conduct of Operations Requirements for DOE Facilities | SE-33 |
| ORIG 5480.20C | ORO O 360 Chapter II | DOE 5480.20A | Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities | DP-83 |
| ORIG 5480.21A | ORO O 420 Chapter VIII | DOE 5480.21 | Unreviewed Safety Questions | SE-33 |
| ORIG 5480.22B | ORO O 420 Chapter VII | DOE 5480.22 | Technical Safety Requirements | SE-33 |
| ORIG 5480.23A | ORO O 420 Chapter VI | DOE 5480.23 | Nuclear Safety Analysis Reports | SE-33 |
| ORIG N 5480.24 | ORO O 420 Chapter I | DOE O 420.1 | Nuclear Criticality Safety | SE-33 |
| ORIG 5480.24 | ORO O 420 Chapter I | DOE O 420.1 | Nuclear Criticality Safety | SE-33 |
| ORIG 5480.25A | ORO O 420 Chapter III | DOE 5480.25 | Safety of Accelerator Facilities | SE-33 |
| ORIG 5480.26A | ORO O 210 Chapter I | DOE O 210.1 | Trending and Analysis of Operations Information Using Performance Indicators | SE-33 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|-----------------------------|--|------------|
| ORIG 5480.28B | ORO O 420 Chapter I | DOE O 420.1 | Natural Phenomena Hazards Mitigation | SE-33 |
| ORIG N 5480.29 | ORO O 440 Chapter V | DOE 5480.29 | Employee Concerns Management System | M-5 |
| ORIG 5480.30 | ORO O 430 Chapter III | DOE 5480.30 | Nuclear Reactor Safety Design Criteria | SE-33 |
| ORIG N 5480.31B | ORO O 420 Chapter IX | DOE O 425.1 | Startup and Restart of Nuclear Facilities | SE-32 |
| ORIG 5481.1C | ORO O 420 Chapter II | --- | Safety Analysis and Review System | SE-33 |
| ORIG 5482.1D | ORO O 220 Chapter VIII | --- | Environment, Safety, Health, and Quality Assurance Appraisal Program | SE-33 |
| ORIG 5483.1B | ORO O 440 Chapter I | DOE O 440.1 | Occupational Safety and Health Program for Government-Owned Contractor-Operated Facilities | SE-32 |
| ORIG N 5484.1A | ORO O 230 Chapter II | DOE O 231.1 DOE O 225.1A | Environmental Protection, Safety, and Health Protection Information Reporting Requirements | SE-32 |
| ORIG 5500.1A | ORO O 150 Chapter I | DOE O 151.1 | Emergency Management System | DP-801 |
| ORIG 5500.2A | ORO O 150 Chapter I | DOE O 151.1 | Emergency Categories, Classes, and Notification/Reporting Requirements | DP-801 |
| ORIG 5500.3B | ORO O 150 Chapter I | DOE O 151.1 | Planning and Preparedness for Operational Emergencies | DP-801 |
| ORIG 5500.4B | ORO O 150 Chapter I | DOE O 151.1 | Public Affairs and Planning Requirements for Emergencies | DP-801 |
| ORIG 5500.6 | ORO O 130 Chapter II | DOE 5500.6B | Shutdown of Departmental Operations Upon Failure of Congress to Enact Appropriations | FM-72 |
| ORIG 5500.7A | ORO O 150 Chapter I | DOE O 151.1 | Emergency Operating Records Protection Program | DP-801 |
| ORIG 5500.8 | ORO O 150 Chapter I | DOE O 151.1 | Energy Emergency Planning and Management | DP-801 |
| ORIG 5500.9 | ORO O 150 Chapter I | DOE O 151.1 | Emergency Planning, Preparedness, and Response to Continuity of Government (COG) Emergencies | DP-801 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|---------------------------|---|------------|
| ORIG 5500.10A | ORO O 150 Chapter I | DOE O 151.1 | Emergency Readiness Assurance Program | DP-801 |
| ORIG 5530.1A | ORO O 150 Chapter II | DOE 5530.1A | Accident Response Group (ARG) | DP-801 |
| ORIG 5530.2 | ORO O 150 Chapter III | DOE 5530.2 | Nuclear Emergency Search Team (NEST) | DP-801 |
| ORIG 5530.3 | ORO O 150 Chapter IV | DOE 5530.3 | Radiological Assistance Program (RAP) | DP-801 |
| ORIG 5530.4 | ORO O 150 Chapter V | DOE 5530.4 | Aerial Measuring System (AMS) | DP-801 |
| ORIG 5530.5 | ORO O 150 Chapter VI | DOE 5530.5 | Federal Radiological Monitoring and Assessment Center (FRMAC) | DP-801 |
| OR 5610.2 | ORO O 470 Chapter IV | DOE 5610.2 | Control of Weapon Data | DP-82 |
| ORIG N 5610.12 | ORO O 460 Chapter III | DOE 5610.12 | Packaging and Offsite Transportation of Nuclear Components and Special Assemblies Associated with the Nuclear Explosive and Weapon Safety Program | DP-81 |
| 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 |
| ORIG 5630.16 | ORO O 470 Chapter I | DOE O 470.1 | Safeguards and Security Acceptance and Validation Testing Program | DP-82 |
| ORIG 5630.17 | ORO O 470 Chapter I | DOE O 470.1 | Safeguards and Security Standardization Program | DP-82 |
| ORIG 5631.1B | ORO O 470 Chapter I | DOE O 470.1 | Security Education Briefing and Awareness Program | DP-82 |
| ORIG 5631.2C | ORO O 470 Chapter VI | DOE O 472.1B | Personnel Security Program | AD-442 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|------------------------------------|--|------------------------------|---|------------|
| 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 Laws, Losses, and Incidents of Security Concern | DP-82 |
| ORIG 5631.6A | ORO O 470 Chapter VI | DOE O 472.1B | Personnel Security Assurance Program | AD-442 |
| ORIG 5632.1C | ORO O 470 Chapter VII | DOE 5632.1C | Protection and Control of Safeguards and Security Interests | DP-82 |
| ORIG 5632.7A | ORO O 470 Chapter VIII | DOE 5632.7A | Protective Force Program | DP-82 |
| ORIG 5633.3C | ORO O 470 Chapter IX | DOE O 474.1 DOE M 474.1-1 | 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 N 5635.X1 | ORO O 470 Chapter V | DOE O 471.5 | Consolidated Classification Review Program (CCRP) Documents | DP-822 |
| ORIG 5639.1 | ORO O 470 Chapter III | DOE O 471.2A | Information Security Program | DP-82 |
| ORIG 5639.7 | ORO O 470 Chapter III | DOE O 471.2A | Operations Security Program | DP-82 |
| ORIG 5639.X10 | ORO O 470 Chapter I | DOE O 470.1 | Interim DOE/ORO Foreign Ownership Control of Influence (FOCI) Procedures | DP-82 |
| ORIG 5650.2C | ORO O 470 Chapter V | DOE 5650.2B | Identification of Classified Information | DP-822 |
| ORIG 5650.3 | ORO O 470 Chapter II | DOE O 471.1 | Identification of Unclassified Controlled Nuclear Information (UCNI) | DP-82 |
| ORIG 5660.1A | ORO O 410 Chapter II | DOE 5660.1B | Management of Nuclear Materials | FM-73 |
| ORIG 5670.1A | ORO O 470 Chapter X | DOE 5670.1A | Management and Control of Foreign Intelligence | DP-82 |
| OR 5670.2 | ORO O 470 Chapter XI | DOE 5639.8A | Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities | DP-82 |

| Previous OR/ORIG/ORO Number | New ORO Order Number By Chapter | Related DOE Number | TITLE | DPI |
|--|--|-----------------------------------|--|------------|
| ORIG 5670.3 | ORO O 470 Chapter XII | DOE 5670.3 | Counterintelligence (CI) Program | DP-82 |
| ORIG 5700.2D | ORO O 430 Chapter I | DOE O 430.1 | Cost Estimating, Analysis, and Standardization | CE-52 |
| ORIG 5700.6D | ORO O 410 Chapter III | DOE 5700.6C | Quality Assurance | SE-33 |
| ORIG 5700.7B | ORO O 410 Chapter I | DOE 5700.7C | 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-10 |
| ORIG 5820.2B | ORO O 430 Chapter IV | DOE 5820.2A | Radioactive Waste Management | EW-92 |
| ORIG N 6430.1B | ORO O 430 Chapter I | DOE O 430.1 | General Design Criteria | CE-52 |

ORO ORDER NUMBER STRUCTURE

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|-------------------------------------|-----------------------------|---|
|---------------------------------|-------------------------------------|-----------------------------|---|

110 ORGANIZATION AND STRUCTURE

| | | | |
|-----------|-----|---------------|--|
| Chapter I | --- | ORIG 1100.X1B | Organization and Functions - ORO |
| Manual | --- | | Oak Ridge Operations Organization Manual |

120 PLANNING

130 BUDGET

| | | | |
|------------|-------------|-----------------|--|
| Chapter I | DOE O 130.1 | Reserved | Budget Formulation |
| Chapter II | 135.2 | ORO O 5500.6 | Shutdown of Departmental Operations Upon Failure by Congress to Enact Appropriations |

140 EXTERNAL RELATIONSHIPS

| | | | |
|-------------|-------|-----------------|---|
| Chapter I | 142.1 | Reserved | |
| Chapter II | 142.2 | ORIG 1270.2B | Safeguards Agreement with the International Atomic Energy Agency (IAEA) |
| Chapter III | 143.3 | ORO O 2100.12A | Payments For Special Burdens and in Lieu of Taxes |

150 EMERGENCY MANAGEMENT AND PLANNING

| | | | |
|-----------|-------------|--------------|--|
| Chapter I | DOE O 151.1 | | Comprehensive Emergency Management System |
| | | ORIG 5500.8 | Energy Emergency Planning and Management |
| | | ORIG 5500.1A | Emergency Management System |
| | | ORIG 5500.2A | Emergency Categories, Classes, and Notification/Reporting Requirements |
| | | ORIG 5500.3B | Planning and Preparedness for Operational Emergencies |
| | | ORIG 5500.4B | Public Affairs and Planning Requirements for Emergencies |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|-------------------------------------|-----------------------------|--|
| | | 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 |
| | | ORIG N 5630.3 | Protection of Departmental Facilities Against Radiological and Toxicological Sabotage |
| Chapter II | 154.1 | ORIG 5530.1A | Accident Response Group |
| Chapter III | 154.2 | ORIG 5530.2 | Nuclear Emergency Search Team |
| Chapter IV | 154.3 | ORIG 5530.3 | Radiological Assistance Program |
| Chapter V | 154.4 | ORIG 5530.4 | Aerial Measuring System |
| Chapter VI | 154.5 | ORIG 5530.5 | Federal Radiological Monitoring and Assessment Center |

210 PERFORMANCE MEASURES AND ANALYSIS

| | | | |
|-----------|-------------|---------------|--|
| Chapter I | DOE O 210.1 | | Performance Indicators and Analysis of Operations Information |
| | | ORIG 5480.26A | Trending and Analysis of Operations Information Using Performance Indicators |

220 ASSESSMENTS

| | | | |
|-------------|-------------|--------------|--|
| Chapter I | 221.2 | ORIG 2030.4A | Reporting Fraud, Waste, and Abuse to the Office of Inspector General |
| Chapter II | 221.3 | OR 2320.1B | Cooperation With the Office of Inspector General |
| Chapter III | 221.4 | ORIG 2320.2A | Establishment of Departmental Position on Inspector General Reports |
| Chapter IV | 222.1 | ORIG 2340.1C | Coordination of General Accounting Office Activities |
| Chapter V | - - - | OR 13XX.1C | Appraisal of DOE Contractor Performance |
| Chapter VI | DOE O 224.1 | ORIG 2200.13 | Oversight of Integrated Contractor Financial Management |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|-----------------------------------|-------------------------------------|---|---|
| Chapter VII | 224.2 | ORIG 2300.1B | Audit Resolution and Followup |
| Chapter VIII | - - - | ORIG 5482.1D | Environment, Safety, Health and Quality Assessment Program |
| Chapter IX | 223.1 | ORIG 1300.X1A - Ch. 7 of Att. B | ORO Standards Management Program |
| Chapter X (in process) | DOE O 225.1A | OR 2321.1A | Auditing of Programs and Operations Accident Investigations |
| 230 REPORTING | | | |
| Chapter I | - - - | ORIG 5480.1F | Environment, Safety, and Health Program for ORO |
| Chapter II | DOE O 231.1 | ORIG N 5484.1A | Environment, Safety, and Health Reporting |
| Chapter III | - - - | ORIG 5400.4A | Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Requirements |
| Chapter IV | DOE O 232.1A | ORIG N 5000.3C | Occurrence Reporting and Processing of Operations Information |
| 240 INFORMATION MANAGEMENT | | | |
| Chapter I | 241.1 | ORIG 1430.1C | Scientific and Technical Information Management |
| 250 STANDARDIZATION | | | |
| Chapter I | - - - | ORIG 1300.X1A - Att. A; and Ch. 1 & 2 of Att. B | Overview of the ORO Standards Management Program ORO Standards Management Program |
| Chapter II | DOE O 251.1 | ORO N 251.1 ORO M 251.1-1 | Oak Ridge Directives System |
| Chapter III | | ORIG 1300.2A | Oak Ridge Operations Technical Standards Program |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|--|---|---|
| Chapter IV | | | Contract Directives Appendix |
| | | ORIG 1300.X1A - Ch. 3 of Att. B | ORO Standards Management Program |
| Chapter V | | | Development, Approval, and Maintenance of Work Smart Standards Sets |
| | | ORIG 1300.X1A - Ch. 4 of Att. B | ORO Standards Management Program |
| Chapter VI | | | Implementation and Corrective Action Plans |
| | | ORIG 1300.X1A - Ch. 5, 8, & 9 of Att. B | ORO Standards Management Program |
| Chapter VII | | | Maintenance of Standards/Requirements Identification Documents (S/RIDs) |
| | | ORIG 1300.X1A - Ch. 6 of Att. B | ORO Standards Management Program |
| 310 | HUMAN RESOURCES PLANNING AND MANAGEMENT | | |
| 320 | FEDERAL EMPLOYMENT | | |
| Chapter I | 321.1 | | Employment |
| | | OR 3300.1A | Assignment of Departmental Personnel Outside the Department |
| | | OR 3000.1 | Administration of General Personnel Authorities |
| | | OR 3340.1 | Part-time Career Employment Program |
| | | OR 3351.1A | Reduction in Force |
| | | OR 3315.1 | Probationary Period For Managers and Supervisors |
| Chapter II | - - - | OR 3296.1A | Processing Personnel Actions |
| Chapter III | 321.2 | OR 3304.1 | Employment of Experts and Consultants |
| Chapter IV | DOE O 322.1 | OR 3550.1B | Pay Administration and Hours of Duty |
| Chapter V | DOE O 322.1 | OR 3630.1A | Leave Administration |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---|-------------------------------------|-----------------------------|---|
| Chapter VI | DOE O 322.1 | ORIG 3630.2 | Voluntary Leave Transfer Program |
| Chapter VII | 323.1 | OR 3335.1A | Merit Promotion |
| Chapter VIII | 324.1 | | Priority Placement & Consideration |
| | | OR 3330.1 | Repromotion Consideration For Employees Entitled to Grade or Pay Retention |
| Chapter IX | DOE O 325.1 | | Position Classification |
| | | OR 3510.1 | Position Management |
| | | OR 3511.1A | Position Classification |
| Chapter X | 326.1 | ORIG 3731.1 | Suitability, Position Sensitivity Designations, and Related Personnel Matters |
| 330 FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION | | | |
| Chapter I | DOE O 331.1 | | Departmental Performance Appraisal System |
| | | OR 3430.3A | Performance Appraisal |
| Chapter II | 332.1 | | Incentive Awards |
| | | ORIG 3450.1C | Incentive Awards |
| | | ORIG N 3450.31 | Timeoff Awards |
| Chapter III | 333.1 | ORIG 3750.1A | Work Force Discipline |
| 340 FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION | | | |
| Chapter I | - - - | ORIG 3610.X1B | Alternative Work Schedule Program |
| Chapter II | 342.1 | OR 3771.1 | Grievance Policy and Procedures |
| Chapter III | 343.1 | OR 3792.1 | Employee Health and Counseling Programs |
| Chapter IV | 343.2 | OR 3792.3 | Drug-Free Federal Workplace Testing Implementation Program |
| 350 CONTRACTOR HUMAN RESOURCE PROGRAMS | | | |
| Chapter I | 352.1 | ORIG 3830.1 | Policies and Procedures For Pension Programs Under Operating and Onsite Service Contracts |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|--|-------------------------------------|-----------------------------|---|
| Chapter II | 352.2 | ORIG 3890.1 | Contractor Insurance and Other Health Benefits Program |
| Chapter III | 353.1 | ORIG 3220.6 | Federal Labor Standards |
| Chapter IV | 358.1 | ORIG 3220.4 | Contractor Personnel and Industrial Relations Reports |
| Chapter V | --- | | Payment of Wages or Salaries to Cost-Type Contractor Employees When Access Authorization Is Suspended |
| Chapter VI | --- | ORIG 3792.X9 | Workplace Substance Abuse Programs at Oak Ridge Sites |
| 360 EMPLOYEE EDUCATION AND TRAINING | | | |
| Chapter I | DOE O 360.1 | ORIG 3410.1B | Training |
| Chapter II | 362.2 | ORIG 5480.20C | Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities |
| 410 MANAGEMENT | | | |
| Chapter I | 412.2 | ORIG 5700.7B | Work Authorization System |
| Chapter II | 415.1 | ORIG 5660.1A | Management of Nuclear Materials |
| Chapter III | 416.1 | ORIG 5700.6D | Quality Assurance |
| Chapter IV | DOE O 413.1 | OR 1000.3A | Management Control Systems Internal Control Systems |
| 420 FACILITY AUTHORIZATION | | | |
| Chapter I | DOE O 420.1 | ORIG 5480.7B | Facility Safety Fire Protection |
| | | ORIG 5480.28B | Natural Phenomena Hazards Mitigation |
| | | ORIG N 5480.24 | Nuclear Criticality Safety |
| | | ORIG 5480.24 | Nuclear Criticality Safety |
| Chapter II | --- | ORIG 5481.1C | Safety Analysis and Review System |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|-------------------------------------|-----------------------------|---|
| Chapter III | 420.2 | ORIG 5480.25A | Safety of Accelerator Facilities |
| Chapter IV | - - - | ORIG N 5480.19B | Conduct of Operations Requirements for DOE Facilities |
| Chapter V | - - - | | Delegations of Approval Authority for DOE 5480.21, 5480.22, 5480.23 and 5481.1B |
| Chapter VI | 421.3 | ORIG 5480.23A | Nuclear Safety Analysis Reports |
| Chapter VII | 423.1 | ORIG 5480.22B | Technical Safety Requirements |
| Chapter VIII | 424.1 | ORIG 5480.21A | Unreviewed Safety Questions |
| Chapter IX | DOE O 425.1 | ORIG N 5480.31B | Startup and Restart of Nuclear Facilities |
| Chapter X | - - - | OR 5480.6 | Safety of Department of Energy-Owned Reactors |

430 LIFE CYCLE FACILITY OPERATIONS

| | | | |
|-------------|-------------|----------------|--|
| Chapter I | DOE O 430.1 | | Life Cycle Asset Management |
| | | OR 4000.1B | Government-Owned Property Management Administration (Off-site Contractors) |
| | | ORIG 4700.1 | Project Management System |
| | | ORIG 4700.3 | General Plant Projects |
| | | ORIG 4320.2 | Capital Asset Management Process (CAMP) |
| | | ORIG 4330.4C | Maintenance Management Program |
| | | ORIG 5700.2D | Cost Estimating Analysis and Standardization |
| | | ORIG 4320.1A | Site Development Planning |
| | | ORIG N 6430.1B | General Design Criteria |
| Chapter II | DOE O 430.2 | ORIG 4330.2D | In-House Energy Management |
| Chapter III | 431.1 | ORIG 5480.30 | Nuclear Reactor Safety Design Criteria |
| Chapter IV | 435.1 | ORIG 5820.2B | Radioactive Waste Management |

440 WORKER PROTECTION

| | | | |
|------------------------|--------------|--|---|
| Chapter I (in process) | DOE O 440.1A | | Worker Protection Management for DOE Federal and Contractor Employees |
|------------------------|--------------|--|---|

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|---|-----------------------------|---|
| | | ORIG 3790.X2 | DOE ORO Federal Employee Occupational Safety and Health Confined Space Entry |
| | | ORIG 5480.8A | Contractor Occupational Medical Program |
| | | ORIG 5480.9A | Construction Safety and Health Program |
| | | ORIG 5480.10A | Contractor Industrial Hygiene Program |
| | | ORIG 5483.1B | Occupational Safety and Health Program For Government-Owned Contractor-Operated Facilities |
| Chapter II | DOE O 440.2 | ORIG 5480.13A | Aviation Safety |
| Chapter III | 440.3 | ORIG 5480.4B | Environmental Protection, S&H Protection Standards |
| Chapter IV | 441.1 | ORIG N 5400.5C | Radiation Protection of the Public and the Environment |
| Chapter V | 442.3 | ORIG N 5480.29 | Employee Concerns Management System |
| Chapter VI | DOE N 441.1 | | Radiological Protection for DOE Activities |
| | | ORIG 5480.11C | Radiation Protection for Occupational Workers |
| | | ORIG N 5480.15C | DOE Laboratory Accreditation Program for Personnel Dosimetry |
| 450 | PROTECTION OF THE PUBLIC AND ENVIRONMENT | | |
| Chapter I | 450.1 | ORIG 5400.1E | General Environmental Protection Program |
| Chapter II | DOE O 451.1A | ORIG N 5440.1C | National Environmental Policy Act Compliance Program |
| Chapter III | - - - | ORIG 5477.X1 | Cultural Resources Management Program |
| 460 | PACKAGING AND TRANSPORTATION | | |
| Chapter I | DOE O 460.1A | | Packaging and Transportation Safety |
| | | ORIG N 5480.3B | Safety Requirements For the Packaging & Transportation of Hazardous Materials, Hazardous Substances, and Hazardous Wastes |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|------------------------------------|-------------------------------------|-----------------------------|---|
| Chapter II | DOE O 460.2 | | Departmental Materials Transportation & Packaging Management |
| | | ORIG 1540.1C | Materials Transportation and Traffic Management |
| | | ORIG 1540.2A | Hazardous Material Packaging & Transport - Administrative Procedures |
| | | ORIG 1540.3 | Base Technology for Radioactive Material Transportation Packaging System |
| Chapter III | 460.3 | ORIG N 5610.12 | Packaging and Off-site Transportation of Nuclear Components and Special Assemblies Associated With the Nuclear Explosive and Weapons Safety Program |
| 470 SAFEGUARDS AND SECURITY | | | |
| Chapter I | DOE O 470.1 | | Safeguards and Security |
| | | ORIG 5630.11A | Safeguards and Security Program |
| | | ORIG 5630.13A | Master Safeguards and Security Agreements |
| | | ORIG 5630.14 | Safeguards and Security Program Planning |
| | | ORIG 5630.15 | Safeguards and Security Training Program |
| | | ORIG 5630.16 | Safeguards and Security Acceptance and Validation Testing Program |
| | | ORIG 5630.17 | Safeguards and Security (S&S) Standardization Program |
| | | ORIG 5631.1B | Security Education Briefing and Awareness Program |
| | | ORIG 5631.4A | Control of Classified Visits |
| | | OR 5631.5 | Violation of Law, Losses, and Incidents of Security Concern |
| | | ORIG 5634.1A | Facility Approvals, Security Surveys, and Nuclear Materials |
| | | ORIG 5639.X10 | Interim DOE Oak Ridge Operations Office (ORO) Foreign Ownership, Control, or Influence (FOCI) Procedures |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|-------------------------------------|-----------------------------|---|
| Chapter II | DOE O 471.1 | | Identification and Protection of Unclassified Controlled Nuclear Information |
| | | OR 5635.4 | Protection of Unclassified Controlled Nuclear Information |
| | | ORIG 5650.3 | Identification of Unclassified Controlled Nuclear Information |
| Chapter III | DOE O 471.2A | | Information Security Program |
| | | ORIG 5639.1 | Information Security Program |
| | | ORIG 5639.7 | Operations Security Program |
| Chapter IV | 471.3 | OR 5610.2 | Control of Weapon Data |
| Chapter V | 471.5 | ORIG 5650.2C | Identification of Classified Information |
| | | ORIG N 5635.X1 | Consolidated Classification Review Program Documents |
| Chapter VI | DOE O 472.1B | | Personnel Security Activities |
| | | ORIG 5631.2C | Personnel Security Program |
| | | ORIG 5631.6A | Personnel Security Assurance Program |
| Chapter VII | 473.1 | ORIG 5632.1C | Protection and Control of Safeguards and Security Interests |
| Chapter VIII | 473.2 | ORIG 5632.7A | Protective Force Program |
| Chapter IX | 474.1 | ORIG 5633.3C | Control and Accountability of Nuclear Materials |
| Chapter X | 475.1 | ORIG 5670.1A | Management and Control of Foreign Intelligence |
| Chapter XI | | OR 5670.2 | Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities |
| Chapter XII | 475.3 | ORIG 5670.3 | Counterintelligence (CI) Program |
| * ORO N 471.2 | DOE O 471.2A | | Technical Surveillance Countermeasures (TCSM) Program |

* This ORO Notice will remain in place until 03/1999.

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------------|-------------------------------------|-----------------------------|--|
| Chapter I | 480.1 | OR 5800.1 | Research and Development Laboratory Technology Transfer Program |
| Chapter II | DOE O 481.1 | ORIG 4300.2B | Non-Department of Energy Funded Work (Work For Others) |
| 510 LEGAL - NONE | | | |
| 520 FINANCE - NONE | | | |
| 530 ACCOUNTING | | | |
| Chapter I | 532.1 | ORIG 2200.2C | Collection From Current and Former Employees For Indebtedness to the United States |
| Chapter II | 532.2 | ORO O 2200.11A | Processing Garnishment Orders for Child Support and/or Alimony |
| Chapter III | DOE O 534.1 | | Accounting |
| | | OR 2100.10A | Financial Policy and Procedures for Reimbursable Work |
| | | OR 2200.4A | Accounting Overview |
| | | ORIG 2200.6 | Financial Accounting |
| | | OR 2200.10A | Accounts, Codes, and Illustrative Entries |
| Chapter IV | 535.1 | ORIG 3600.1B | Time and Attendance Reporting |
| 540 PROCUREMENT AND GRANTS MANAGEMENT | | | |
| Chapter I | - - - | ORIG 4200.3C | Management of Support Services Activity |
| Chapter II | 543.1 | OR 4210.7A | Indirect Cost Rate Responsibilities For Commercial Organizations |
| 550 TRAVEL AND TRANSPORTATION | | | |
| Chapter I | 550.1 | OR 1500.2 | Travel Policy and Procedures |
| Chapter II | 551.1 | Reserved | |

| New ORO Order Number By Chapter | Related DOE Number (incl. Proposed) | Previous OR/ORIG/ORO Number | ORO Chapter Title (and/or Former OR/ORIG/ORO Title) |
|---------------------------------|-------------------------------------|-----------------------------|---|
|---------------------------------|-------------------------------------|-----------------------------|---|

| | | | |
|-------------|-------|-----------|----------------------------|
| Chapter III | 552.1 | OR 1500.4 | Travel Charge Card Program |
|-------------|-------|-----------|----------------------------|

560 TELECOMMUNICATIONS AND DATA SYSTEMS

| | | | |
|-----------|-------|--------------|--|
| Chapter I | 565.1 | ORIG 1360.2A | Unclassified Computer Security Program |
|-----------|-------|--------------|--|

570 ADMINISTRATIVE SERVICES - NONE

580 PROPERTY MANAGEMENT - NONE