



# U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Rev. 2 Chapter III
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**DATE:** 03-27-98

**SUBJECT: OAK RIDGE OPERATIONS TECHNICAL STANDARDS PROGRAM**

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1. PURPOSE. This Chapter correlates to DOE 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM, dated May 19, 1992. This Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter III, OAK RIDGE OPERATIONS TECHNICAL STANDARDS PROGRAM, dated August 13, 1996.
3. APPLICABILITY. This Chapter applies to ORO Principal Staff.
4. RESPONSIBILITIES.
  - a. Assistant Manager for Administration signs ORO comments on all proposed standards documents.
  - b. Principal Staff, including Contracting Officer's Representatives.
    - (1) Perform those tasks identified in DOE 1300.2A, subparagraphs 8f(1), (2), (4), (6), and (8).
    - (2) Forward each completed DOE F 1300.2 to the Directives Management Group (DMG) for submission to Headquarters.
    - (3) Include in procurement request packages for each procurement requiring the application of DOE 1300.2A, the identification of the Order and identification of the specific requirements with which a contractor or other awardee is to comply.
    - (4) Ensure that all programs, facilities, and projects under their cognizance comply with the requirements of DOE 1300.2A, including those contained in paragraph 9 of that Order.
    - (5) Keep the DMG informed of progress and problems on DOE Standards and DOE Limited Standards activities.
  - c. Leader, Directives Management Group.
    - (1) As the ORO Standards Manager, coordinates or ensures adequate technical review of standards issues.
    - (2) Ensures development and implementation of an ORO program which meets the requirements of DOE 1300.2A and provides advice and assistance to other ORO elements and contractors on the application of this program.

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**INITIATED BY: DIRECTIVES MANAGEMENT GROUP**

- (3) Performs those tasks identified in DOE 1300.2A, subparagraphs 8f(3) and (7).
  - (4) Advises the Manager of progress and problems related to DOE and limited standards activities and prepares correspondence to keep Secretarial Officers informed of such issues.
  - (5) Coordinates staff review of proposed standards documents received for field comment, ensuring that all appropriate groups are given an opportunity to comment on such documents. Coordinates resolution of conflicting positions and consolidates comments for submission to Headquarters.
  - (6) Determines ORO distribution needs for standards, maintains a library of approved DOE Standards and DOE Limited Standards for use by all ORO elements, requests standards searches from the Headquarters Standards Office, and obtains copies of nongovernment standards upon request from ORO elements.
  - (7) Prepares ad hoc and recurring reports on the ORO standards program.
5. REQUIREMENTS AND PROCEDURES. None.
  6. REFERENCES. None.
  7. DEFINITIONS. None.
  8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
  9. ATTACHMENTS. None.