



# Directives Process

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# Presentation Objectives

- Overview of the DOE O 251.1D  
Departmental Directives Program process
  - What is a Directive?
  - Who does what?
- RevCom review/comment process overview



# Departmental Directives Process

## DOE O 251.1D

- Purpose - To establish directives as the primary means to set, communicate, and institutionalize policies, requirements, responsibilities, and procedures for Departmental elements and contractors.
  - a. Directives facilitate achievement of the Department of Energy's (DOE's) strategic and operational goals. They also help to ensure safe, secure, efficient, cost-effective operations and compliance with applicable legal requirements.
  - b. Directives promote operational consistency throughout the DOE complex and foster sound management.



# Departmental Directives Process

## DOE O 251.1D

### What is a Directive?

Documents in which DOE sets, communicates, and institutionalizes policies, requirements, responsibilities and procedures for Departmental elements and contractors. *Directives include Policies, Orders, Notices, Manuals, and Guides.* Manuals are currently being phased out.



# Departmental Directives Process

## DOE O 251.1D

### Major process stakeholders

1. DOE Operations Committee
  - strategic oversight and senior-level direction in the evaluation of the need for new or updated directives and other Departmental requirements, and the prioritization of those requirements
  - Membership determined by Secretary or Deputy Secretary



# Departmental Directives Process

## DOE O 251.1D

### Major process stakeholders (cont)

2. Directives Review Board (DRB)
  - DRB ensures that the Departmental Directives Program contains directives that enhance DOE's ability to achieve its mission goals in a safe, secure, and cost-effective manner
  - chaired by the Director, Office of Management. Membership is comprised of two senior representatives from each of the three Under Secretarial offices; the Office of the General Counsel (GC); and the Office of Environment, Health, Safety and Security (AU). Senior representatives from the National Laboratories Directors Council and Field Managers Council serve as non-voting advisory members on the Board



# Departmental Directives Process

## DOE O 251.1D

### Major process stakeholders (cont)

3. Integrated Project Team(s) (IPTs)
  - charged with developing a consensus product in support of the desired end state for a directive's development or revision as determined by the DRB and the DOE Operations Committee



# Departmental Directives Process

## DOE O 251.1D

### Directives Development

Two development processes available:

1. Standard IPT development process
2. Fast Track process
  - restricted to limited changes proposed by the OPI, undisputed reductions in requirements as agreed to by the DRB and DOE Operations Committee; changes directed by S1/S2, verbatim codification of Secretarial Memoranda into directives, or a combination of the above.
  - Does not go through RevCom review/comment





# Departmental Directives Process

## DOE O 251.1D

### IPT Development Process Stages

1. Stage 1 - Development Approval And Scheduling
2. Stage 2 – IPT Creation
3. Stage 3 - Development Of The Decision Memorandum
4. Stage 4 – First DRB Meeting
5. Stage 5 – First DOE Operations Committee Meeting
6. Stage 6 – Development of the First Draft
7. Stage 7 – Directive Review and Comment
8. Stage 8 – Comment Resolution/Development of the Final Draft
9. Stage 9 – Final Review and Concurrence
10. Stage 10 – Final Approval
11. Stage 11 - Implementation



# Departmental Directives Process

## DOE O 251.1D

### RevCom Review

- The process for the SME/reviewer differs by site/facility/organization
  - Each organization will have a RevCom coordinator/point of contact
  - Some organizations assign each reviewer responsibility to go into the RevCom system to enter comments. Some coordinators collect all SME comments and enter them into RevCom

A screenshot of the RevCom interface. The sidebar on the left is titled "Section List" and contains a message: "Your comments are due to Decelerate Technical Support by 02/05/2016." Below this is a blue "Submit" button and a red warning: "Click the 'Submit' button when you have completed your review, even if you have no comments." The list shows three sections: "1. PURPOSE; CANCELLATION; APPLICABILITY" with 0 comments, "4. REQUIREMENTS" with 4 comments, and "5." with 5 comments.

#### DOE O 460.1D, Hazardous Materials Packaging And Transportation Safety, Second Draft Review and Comment

[Original Document](#)   
[References](#)

Status: Open

#### Section: 1. PURPOSE; CANCELLATION; APPLICABILITY

1. **PURPOSE.** This Order of the Department of Energy (DOE) establishes safety requirements for the proper packaging and transportation of offsite shipments, onsite storage and transfers of hazardous materials (HM), and for modal transportation of HM.

[Add Comment](#)

2. **CANCELLATION.** DOE Order 460.1C, *Packaging and Transportation Safety*, dated 5-14-2010. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract unless and until the contract or regulatory commitment is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.

[Add Comment](#)



# Departmental Directives Process

## DOE O 251.1D

### RevCom Review

A screenshot of a web-based comment form. At the top, there is a "Save Comment" button, a "Comment Type:" dropdown menu set to "Substantive", a session timeout timer showing "28m 52s", and a "Cancel" button. Below this, a red "NEW:" label is followed by the text "What is the issue? (Required)". A text input field contains the text "Issue defined". Below the input field, there is a blue instruction: "Provide new wording or propose a solution. (Required for Substantive comments)". A rich text editor toolbar is visible, containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, undo, redo, paragraph, link, unlink, and a "Copy Text" button. The text "Rewording" is entered into the editor.

- Comment Types
  - Substantive comments address issues serious enough to preclude or significantly hamper accomplishing the program mission. When submitting a substantive comment, you are required to define the issue and offer alternate wording.
  - Editorial comments address text issues



# Departmental Directives Process

## DOE O 251.1D

### RevCom Review

- Following Stage 8 – Comment Resolution/Development of the Final Draft, commentors are provided the opportunity to review how their comments were addressed and concur/non-concur within the RevCom system (Stage 9).



# Contact Information

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