

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



- 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.



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.



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



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-effectives 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



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



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 <u>not</u> go through RevCom review/comment



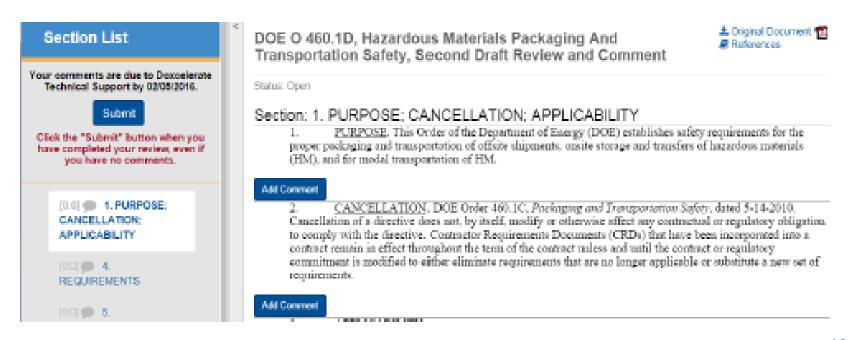
IPT Development Process Stages

- 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



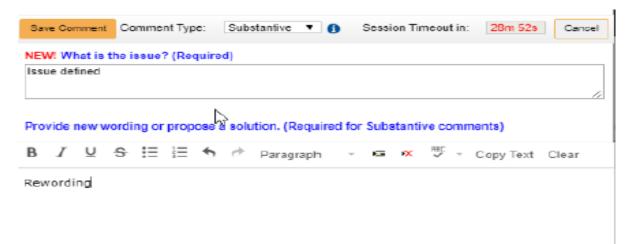
RevCom Review

- 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





RevCom Review



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



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).



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