

## **DIRECTIVES NUMBERING CATEGORIES**

### 100 LEADERSHIP/MANAGEMENT PLANNING

100 Secretarial Succession.

110 Organization and Structure. Includes directives about Departmental authorities, functions, and internal relationships.

110 Conference Management (No longer used)

111 Departmental Organization (No longer used)

112 Relationship with National Laboratories

120 Planning. Includes directives for determining how best to do work, including strategic planning; institutional and program planning; implementation planning; and economic analysis and forecasting.

125 Managing Critical Management Improvement Initiatives (No longer used)

130 Budget. Includes directives for the financial budgeting process. Staffing budgets are covered under the Human Resources category.

130 Budget Formulation

131 Field Budget Process (No longer used)

135 Budget Execution (No longer used)

137 Operating in the Event of a Lapse in Appropriations

140 External Relationships. Includes directives for public relations, international relations, and Congressional and intergovernmental affairs and agreements.

140 Interface with the DNFSB

141 Public Relations

142 International Relations

143 Payment in Lieu of Taxes

144 Congressional and Intergovernmental Affairs

150 Emergency Management and Planning. Includes directives for planning for operational emergencies.

150 General

151 Comprehensive Emergency Management System

153 Operational, Energy, and External Emergencies

## 200 INFORMATION AND ANALYSIS

200 Information Management. Includes directives for information management and dissemination; procurement and management of telecommunications; telephone services; automated information systems; software; maintenance; and services.

- 200 Information Management Program
- 203 Information Technology
- 205 Unclassified Computer Security Program
- 206 Identity Proofing

210 Performance Measures and Analysis. Includes directives for the establishment of contractor milestones and incentives, performance indicators, and tracking/trending of performance.

- 210 Corporate Operating Experience Program

220 Assessments. Includes directives for all types of audits, oversight, appraisal programs, and accident investigations.

- 221 Inspector General Relations
- 224 Audits and Appraisals
- 225 Accident Investigation
- 226 Oversight
- 227 Independent Oversight

230 Reporting. Includes directives for cross-cutting reporting programs such as occurrence reporting. Reporting requirements associated with a single subject matter, such as Budget, are covered in that category.

- 231 Safety and Health Reporting Requirements
- 232 Occurrence Reporting
- 234 Reporting of Radioactive Sealed Sources (No longer used)

240 Records Management. Includes directives for forms management, records disposition, records management, personnel records, and scientific and technical information management.

- 241 Scientific and Technical Information Management
- 242 Forms Management
- 243 Records Management
- 244 Personnel Records (No longer used)

250 Internal Policy Development. Includes directives for all aspects of how DOE policies, requirements, responsibilities, and guidance are developed and communicated throughout the Department.

251 Directives Program

252 Technical Standards Program

### 300 HUMAN RESOURCES

310 Human Resources Planning and Management. Includes directives for staffing planning and budgeting; equal employment opportunity; and affirmative action programs.

310 General

311 Equal Employment Opportunity

313 Management of International Offices

314 DOE's Telework Program

320 Federal Employment. Includes directives for employee recruitment, selection, placement, pay-setting, and reductions-in-force for various types of employment.

320 Acquiring and Positioning Human Resources (No longer used)

321 Employment

322 Pay and Leave Administration and Hours of Duty

323 Garnishment of Federal Employee Pay

325 Position Classification (No longer used)

326 Employee Suitability and Position Sensitivity

327 Employment Reductions in Senior Executive Service (No longer used)

328 Human Capital Management Accountability

329 Excepted Service Authorities

320 Federal Employee Performance and Recognition. Includes directives for performance appraisals, awards, disciplinary actions, and removals for poor performance or cause.

331 Performance Appraisal

333 Work Force Discipline

340 Federal Employee Well-Being and Satisfaction. Includes directives for insurance and retirement; employee counseling and medical program; drug testing; employee participation campaigns; labor relations; grievances; and appeals.

341 Federal Employee Health Services

- 342 Grievances
- 343 Substance Abuse and Employee Assistance
- 344 Parking (No longer used)

350 Contractor Human Resource Programs. Directives covering management of contractor personnel policies and programs in all areas including employment; performance and recognition; and well-being and satisfaction.

- 350 Contractor HR Programs
- 351 Pension and Insurance Programs (No longer used)

360 Federal and Contractor Employee Education and Training. Includes directives for education and training activities for DOE and contractor employees.

- 360 General/Federal Employee Training
- 361 Acquisition Career Development Program
- 364 Health and Safety Training

#### 400 WORK PROCESSES

410 Management. Includes directives for major management systems such as project management; configuration management; program management; quality assurance and total quality management; and commitment tracking.

- 410 Central Technical Authority Responsibilities
- 411 Scientific Integrity
- 412 Management Systems
- 413 Program and Project Management
- 414 Quality Management
- 415 Information Technology Program and Project Management

420 Facility Authorization. Includes directives for safety analyses, technical safety requirements, unreviewed safety questions, and other issues related to the authorization basis of nuclear and nonnuclear facilities.

- 420 Facility Safety
- 421 Safety Analyses
- 422 Conduct of Operations
- 423 Technical Safety Requirements
- 424 Unreviewed Safety Questions
- 425 Startup and Restart of Nuclear Facilities
- 426 Nuclear Facilities Training

- 430 Life Cycle Facility Operations. Includes directives for design/engineering; construction; maintenance; operations; waste management; decontamination and decommissioning (D&D); environmental restoration (ER); and energy and utility supplies and services.
- 430 Real Property
  - 433 Maintenance
  - 434 Operations
  - 435 Waste Management/D&D/ER
  - 436 Management and Disposition of Surplus Materials
  - 437 Bridge and Tunnel Management
  - 438 Bulk-Power Systems (Suspended)
- 440 Worker Protection. Includes directives for Office of Safety and Health Administration (OSHA); aviation safety; radiation protection for workers; and other safety programs that relate to the protection of workers and others entering DOE sites.
- 440 General
  - 441 Radiation Protection
  - 442 OSHA-type Issues
  - 443 Protection of Human Subjects
  - 444 Preventing and Responding to Violence in the Workplace
- 450 Protection of the Public and Environment. Includes directives for programs for ensuring public health and safety and protection of the environment.
- 450 Integrated Safety Management
  - 451 National Environmental Policy Act
  - 452 Nuclear Explosive and Weapon Surety
  - 454 Institutional Controls
  - 455 Use of Risk Based End States (No longer used)
  - 456 Nanotechnology
  - 457 Counterterrorism
  - 458 Radiation Protection for the Public and Environment
- 460 Packaging and Transportation. Directives for the transportation of hazardous and non-hazardous goods and materials, except for household goods.
- 460 General
  - 461 Hazardous Material Packaging and Transportation
  - 462 Import and Export of Radiological Materials (No longer used)

470 Safeguards and Security. Includes directives for physical and personnel security, information security; security classification, and nuclear materials control and accountability.

- 470 General
- 471 Information Security
- 472 Personnel Security
- 473 Physical Security
- 474 Materials Control and Accountability
- 475 Foreign Intelligence/Counterintelligence

480 Work for Others and Technology Transfer. Includes directives for work performed for other Government agencies and private industry; and programs for transferring technology to the private sector.

- 481 Strategic Partnership Program (formerly known as Work For Others)
- 482 Technology Transfer
- 483 Cooperative Research and Developments Agreements
- 484 Reimbursable Work for the Department of Homeland Security
- 485 Foreign Engagements and DOE National Laboratories
- 486 Foreign Government Sponsored or Affiliated Activities

## 500 BUSINESS AND SUPPORT SERVICES

510 Legal. Includes directives for Freedom of Information Act (FOIA) and Privacy Act, and directives related to legal and patent/copyright processes.

- 510 General (No longer used)
- 514 Participation in Political Activities (No longer used)
- 515 Advisory Committee Management Program

520 Finances. Includes directives for special methods for financing programs.

- 520 Chief Financial Officer
- 522 Pricing of DOE Materials and Services
- 523 M&O Financial Management Programs (No longer used)

530 Accounting. Includes directives for all types of accounting, except accounting for special nuclear materials.

- 533 Employee Indebtedness
- 534 Accounting (No longer used)
- 535 Time and Attendance Reporting (No longer used)

- 540    Procurement and Grants Management. Includes directives for contractual arrangements for procurement of goods and services, and for grants to organizations. It does not include procurement of utilities, laundry, and other similar commercial services, nor does it include procurement of automated information systems and telecommunications equipment.
- 541    Contracting Officials and Conflicts of Interest
- 542    Competitive Requirements in Contracting
- 544    Priorities and Allocations Program
- 547    Small and Disadvantaged Business
- 550    Travel and Transportation. Includes directives for policies and reimbursement for local travel; temporary duty travel; permanent change of station; and transportation of household goods. Also includes motor pool management.
- 550    General Travel
- 551    Foreign Travel Authorization (No longer used)
- 552    Travel Policy and Procedures
- 560    Reserved.
- 570    Administrative Services. Includes directives for mail; filing; office space management and reproduction; printing; library; and general office services.
- 570    Mail Management (No longer used)
- 580    Property Management. Includes personal and real property management, acquisition, and disposition.
- 580    Personal Property