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 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  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.

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<th>Real Property</th>
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<td>Management and Disposition of Surplus Materials</td>
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<td>437</td>
<td>Bridge and Tunnel Management</td>
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<td>438</td>
<td>Bulk-Power Systems <em>(Suspended)</em></td>
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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.

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<td>444</td>
<td>Preventing and Responding to Violence in the Workplace</td>
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450 **Protection of the Public and Environment.** Includes directives for programs for ensuring public health and safety and protection of the environment.

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<th>Integrated Safety Management</th>
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<td>Use of Risk Based End States <em>(No longer used)</em></td>
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<td>Counterterrorism</td>
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<td>458</td>
<td>Radiation Protection for the Public and Environment</td>
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460 **Packaging and Transportation.** Directives for the transportation of hazardous and non-hazardous goods and materials, except for household goods.

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<th>General</th>
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<tr>
<td>461</td>
<td>Hazardous Material Packaging and Transportation</td>
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<td>462</td>
<td>Import and Export of Radiological Materials <em>(No longer used)</em></td>
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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

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

BUSINESS AND SUPPORT SERVICES

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

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)

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)
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.

Contracting Officials and Conflicts of Interest
Competitive Requirements in Contracting
Priorities and Allocations Program
Small and Disadvantaged Business

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.

General Travel
Foreign Travel Authorization (No longer used)
Travel Policy and Procedures

Reserved.

Administrative Services. Includes directives for mail; filing; office space management and reproduction; printing; library; and general office services.

Mail Management (No longer used)

Property Management. Includes personal and real property management, acquisition, and disposition.

Personal Property