

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 0000.1A

8-14-79

SUBJECT: STANDARD SUBJECT CLASSIFICATION SYSTEM

1. PURPOSE. To establish the Department of Energy (DOE) Standard Subject Classification System for classifying documents and records by subject, including correspondence, directives, and forms. The system applies to correspondence and other records being maintained in subject files within the Department, and all directives, and forms approved and issued within DOE.
2. CANCELLATION. DOE 0000.1, STANDARD SUBJECT CLASSIFICATION SYSTEM, of 7-19-78.
3. SCOPE. The provisions of this order apply to all elements of the Department of Energy, including the Federal Energy Regulatory Commission (FERC).
4. REFERENCE. DOE 1321.1, Department of Energy Directives System, of 5-11-78, which prescribes procedures and establishes control points for processing directives.
5. GENERAL. Attachment 1 is an alphabetical index of primary classification codes. Attachment 2 provides a series of numbers, or classification codes, designed to meet the needs of DOE for a single, standard subject classification system.
 - a. The system shall be used to identify all directives, and forms, which are approved and issued within DOE.
 - b. The system is intended for use throughout DOE in numbering, referencing, and filing the various types of Departmental documents which are maintained in subject files. Documents maintained in case or project files need not be so identified, but case or project files may be filed as part of a subject file.
 - c. Implementation of a total identification system eliminates the need for constant training and retraining when personnel transfer or when reorganizations are effected. The multipurpose coding scheme outlined in this directive is not only adaptable to directives, forms, and files, it may be used in electronic data processing.
6. BACKGROUND. This standard subject classification system is based on the guidelines contained in Federal Property Management Regulation 11.3, a Records Management Handbook on "Subject Filing," published by the National Archives and Records Service, General Services Administration (Federal Stock Number 7610-926-2128).

DISTRIBUTION:

All Departmental Elements
Federal Energy Regulatory Commission

INITIATED BY:

Office of Organization and
Management Systems

7. LETTER PREFIXES TO SUBJECT CODES.

- a. When subject codes are assigned to directives, or forms, they will always be prefixed as follows:
 - (1) By the letters DOE only when the document affects, or is intended for use in, the entire Department;
 - (2) By the letters HQ only when the document affects, or is intended for use in, Headquarters organizations; or
 - (3) By letters assigned to each major organizational element (routing symbols) within DOE only when the document affects, or is intended for use in, one DOE organization.
- b. After the organizational prefix, the letter "F" will be used to designate forms.
- c. Correspondence and other records which are being marked for filing within DOE do not require alphabetical prefixes.

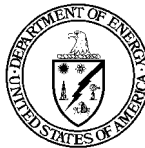
- 8. SEQUENTIAL NUMBERS. Sequential numbers (.1, .2, .3,) are assigned by control points to directives and forms after approval. These are consecutive numbers given to identify documents and their order of issuance. For example, DOE F 0000.1 would be the identification assigned to the first form approved for use within DOE in the subject area of "Classification Codes, Checklists, and Indexes." A description of control points and the procedures for assigning identifying numbers to directives is provided in DOE 1321.1, referenced in paragraph 3 above.

9. EXPANSION AND REVISION OF SUBJECT CODES.

- a. Using offices may add alphabetical or numerical suffixes to meet specialized filing requirements. There is no limitation on the number of sub-elements under major headings.
- b. The subject classifications and numerical codes in the attachment are for DOE-wide use and will be added to, revised, or eliminated on the basis of demonstrated need. This classification system is based on subject matter alone. Blocks of code numbers are not assigned to individual organizations for exclusive use. Sub-breakdowns of existing subject areas will not be added to the DOE standard system when used only by a few offices for specialized filing purposes. These sub-breakdowns should appear in each organization's file index.

- c. Submit requests for subject code revisions to the Directives and Federal Register Branch, Office of Organization and Management Systems, AD-241. All requests will be evaluated on the basis of:
 - (1) DOE-wide user needs for finding and referencing;
 - (2) Projected use for subject classification;
 - (3) Lack of current subject code on same subject; and
 - (4) Conformity to system design and format.
10. CONVERSION. The subject classification codes listed in the attachments expand, and in some instances change, the coding established by previous systems. The following procedures will facilitate the use of these codes.
- a. The revised subject classification codes will be used on directives and forms issued after approval of this order. Printed items will not be revised merely to use the revised codes; but when an item is revised for other reasons, or reprinted, the revised codes will be used.
 - b. The old classification codes may be used for current files. Documents in files for earlier periods should not be recoded. When establishing new subject files, and in setting up new blocks of subject files at the next regularly scheduled files "break," apply the new codes.

FOR THE SECRETARY OF ENERGY:



William S. Heffelfinger
Director of Administration

ALPHABETICAL INDEX

REFERENCE	SUBJECT	CODE
<u>A</u>		
ACCOUNTING	Accounting	2200
ACTIVITIES	Commercial and Industrial Activities	4500
ADMINISTRATION	Management and Administration - General	1000
ADMINISTRATIVE	Administrative Support and Services	1400
ALLOWANCES	Position Classification, Pay, and Allowances	3500
ANNUITIES	Insurance and Annuities	3800
APPLICATIONS	Resource Applications	6100
	Solar Applications	6300
ATTENDANCE	Attendance and Leave	3600
AUDITING	Auditing	2300
AUTHORITIES	Organization, Authorities, Functions, and	
	Internal Relationships	1100
<u>B</u>		
BUDGETING	Planning, Programming, and Budgeting	5100
<u>C</u>		
CLASSIFICATION	Classification Codes, Checklists, and Indexes	0000
	Position Classification, Pay, and Allowances	3500
CODES	Classification Codes, Checklists, and Indexes	0000

REFERENCE	SUBJECT	CODE
COMMERCIAL	Commercial and Industrial Activities	4500
CONSERVATION	Energy Conservation	6200
CONSTRUCTION	Construction and Engineering	6400
<u>D</u>		
DEFENSE	Defense Programs	5600
<u>E</u>		
EMERGENCY	Emergency Preparedness	5500
EMPLOYEE	Employee Performance and Utilization	3400
EMPLOYMENT	Employment	3300
ENERGY	Energy Conservation	6200
	Energy Information	5900
	Energy Policy and Evaluation	6000
	Energy Programs and Policies - General	5700
	Energy Research and Technology	5800
ENGINEERING	Construction and Engineering	6400
ENVIRONMENTAL	Environmental Quality and Impact	5400
EQUAL OPPORTUNITY	Equal Opportunity	1600
EVALUATION	Energy Policy and Evaluation	6000
EXTERNAL	External Relationships	1200

REFERENCE	SUBJECT	CODE
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F

FEDERAL REGISTER	Federal Register	1900
FINANCIAL	Financial Management - General	2100
FREEDOM	Freedom of Information	1700
FUNCTIONS	Organization, Authorities, Functions, and Internal Relationships	1100

G

GRANT	Grant Management	4600
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H

I

IMPACT	Environmental Quality and Impact	5400
INDEXES	Classification Codes, Checklists, and Indexes	0000
INDUSTRIAL	Commercial and Industrial Activities	4500
INFORMATION	Energy Information	5900
INSURANCE	Insurance and Annuities	3800
INTERNAL	Organization, Authorities, Functions, and Internal Relationships	1100

J

REFERENCE	SUBJECT	CODE
<u>K</u>		
<u>L</u>		
LEAVE	Attendance and Leave	3600
LEGAL	Legal	2000
LOGISTICS	Logistics Management - General	4000
<u>M</u>		
MANAGEMENT	Financial Management - General	2100
	Grant Management	4600
	Logistics Management - General	4000
	Management and Administration - General	1000
	Management Systems and Standards	1300
	Manpower Management	5200
	Personal Property Management	4400
	Personnel Management - General	3000
	Program Planning and Management	5000
	Project Management	4700
	Real Property Management	4300
MANPOWER	Manpower Management	5200

N

REFERENCE	SUBJECT	CODE
<u>Q</u>		
ORGANIZATION	Organization, Authorities, Functions, and Internal Relationships	1100
<u>P</u>		
PAY	Position Classification, Pay, and Allowances	3500
PERFORMANCE	Employee Performance and Utilization	3409
PERSONAL	Personal Property Management	4400
PERSONNEL	Personnel Management - General	3000
	Personnel Provisions - General	3200
	Personnel Relations and Services	3700
PLANNING	Planning, Programming, and Budgeting	5100
	Program Planning and Management	5000
POLICY	Energy Policy and Evaluation	6000
	Energy Programs and Policies - General	5700
POSITION	Position Classification, Pay, and Allowances	3500
PREPAREDNESS	Emergency Preparedness	5500
PRIVACY	Privacy Act	1800
PROCUREMENT	Procurement	4200
PROGRAM/ PROGRAMMING	Defense Programs	5600
	Energy Programs and Policies - General	5700
	Planning, Programming, and Budgeting	5100

REFERENCE	SUBJECT	CODE
	Program Planning and Management	5000
PROJECT	Project Management	4700
PROPERTY	Personal Property Management	4400
	Real Property Management	4300
<u>Q</u>		
QUALITY	Environmental Quality and Impact	5400
<u>R</u>		
REAL PROPERTY	Real Property Management	4300
RELATIONS/ RELATIONSHIPS	Organization, Authorities, Functions, and Internal Relationships	1100
	Personnel Relations and Services	3700
	External Relationships	1200
RESEARCH	Energy Research and Technology	5800
RESOURCE	Resource Applications	6109
<u>S</u>		
SERVICES	Administrative Support and Services	1400
	Personnel Relations and Services	3700
SOLAR	Solar Applications	6300
STANDARDS	Management Systems and Standards	1300
SUPPORT	Administrative Support and Services	1400
SYSTEMS	Management Systems and Standards	1300

REFERENCE	SUBJECT	CODE
<u>T</u>		
TECHNOLOGY	Energy Research and Technology	5800
TELECOMMUNI- CATIONS	Telecommunications	5300
TRANSPORTATION	Travel and Transportation	1500
TRAVEL	Travel and Transportation	1500
<u>U</u>		
UTILIZATION	Employee Performance and Utilization	3400
<u>V</u>		
<u>W</u>		
<u>X</u>		
<u>Y</u>		
<u>Z</u>		

SUBJECT CLASSIFICATION CODES

- 0000 CLASSIFICATION CODES, CHECKLISTS, AND INDEXES
- 1000 MANAGEMENT AND ADMINISTRATION - GENERAL
 - 1010 Determination and Transfer Orders
- 1100 ORGANIZATION, AUTHORITIES, FUNCTIONS AND INTERNAL RELATIONSHIPS
 - 1110 Appointments and Designations
 - 1120 Field Facilities
 - 1130 Committees, Conferences, Boards, Panels, Groups
- 1200 EXTERNAL RELATIONSHIPS
 - 1210 Public Relations
 - 1220 Congressional Relations
 - 1230 Intergovernmental Affairs
 - 1240 International Relations
 - 1250 Energy Education Programs
 - 1260 Business/Labor Relations
 - 1270 Interagency Relations/Agreements
 - 1280 Memorandums of Understanding
 - 1290 Consumer Affairs
- 1300 MANAGEMENT SYSTEMS AND STANDARDS
 - 1310 Management Studies, Analyses, and Surveys
 - 1320 Paperwork Management
 - 1321 Directives Management
 - 1322 Forms Management
 - 1323 Reports Management
 - 1324 Records Management
 - 1325 Correspondence Management

- 1330 Management Information Systems
 - 1331 Integrated Management Information Systems
 - 1332 Uniform Reporting System
- 1340 Publishing Management
- 1350 Audio-Visuals Management
- 1360 Data Processing Management
- | 1370 Computer-Aided Technology Management
- 1400 ADMINISTRATIVE SUPPORT AND SERVICES
 - 1410 Mail Services
 - 1420 Publishing, Photography, and Graphic Services
 - 1430 Library Services
 - 1440 Office Services
 - 1450 Communications
- 1500 TRAVEL AND TRANSPORTATION
 - 1510 Personnel
 - 1511 Domestic
 - 1512 International
 - 1520 Personal Effects
 - 1521 Domestic
 - 1522 International
 - 1530 Equipment
 - 1540 Materials (Materials)
- 1600 EQUAL OPPORTUNITY
 - 1610 Contractor Industrial Relations
- 1700 FREEDOM OF INFORMATION
- 1800 PRIVACY ACT

Vertical line denotes change.

1900 FEDERAL REGISTER

2000 LEGAL

2010 Opinions

2220 Legislation

2030 Rules and Regulations

2040 Claims and Litigation

2050 Patents

2060 Hearings

2070 Appeals

2100 FINANCIAL MANAGEMENT - GENERAL

2110 Pricing

2200 ACCOUNTING

2210 General Financial Reports

2220 Payroll, Leave, and Allowances

2230 Voucher Examination and Certification

2240 Collection, Safekeeping, Deposit, and Disbursement of Funds

2250 Contracts/Contractor

2260 Obligations

2270 Cost Accounting Standards

2300 AUDITING

2310 Audit Reporting

2320 Internal Audit and Investigation

2321 Internal Audit

2322 Internal Investigation

2330 External Auditing

2340 General Accounting Office Audits

Vertical line denotes change.

2400 - 2900 (RESERVED)

3000 PERSONNEL MANAGEMENT - GENERAL (Numbering system compatible with the Federal Personnel Manual numbers.)

3100 (RESERVED)

3200 PERSONNEL PROVISIONS - GENERAL

3210 Basic Concepts and Definitions

3211 Veteran Preference

3212 Competitive Service and Status

3213 Excepted Service

3220 Contractor Personnel

3230 (Reserved)

3240 Military Personnel

3250 Personnel Management

3251 (Reserved)

3252 Professional or Other Associations

3240 - 3280 (Reserved)

3290 Personnel Information (Records and Document Processing)

3291 Personnel Reports

3292 (Reserved)

3293 Personnel Records and Files

3294 - 3295 (Reserved)

3296 Processing Personnel Actions

3300 EMPLOYMENT

3301 (Reserved)

3302 Excepted Service

3303 (Reserved)

- 3304 Experts and Consultants
- 3305 Executive Assignment System
- 3306 (Reserved)
- 3307 Veterans
- 3308 Students
- 3309 Contractor Personnel
- 3310 (Reserved)
- 3311 - 3314 (Reserved)
- 3315 Career and Career-Conditional Employment
- 3316-3319 (Reserved)
- 3320 (Reserved)
- 3330 Recruitment, Selection, and Placement
 - 3331 International Recruitment Selection, and Placement
 - 3332 Contractor Recruitment, Selection, and Placement
 - 3333 (Reserved)
 - 3334 Temporary Assignment
 - 3335 Promotion and Internal Placement
- 3340 Part-time Career Employment
- 3350 Job Retention
 - 3351 Reduction in Force
 - 3352 Reemployment Rights
 - 3353 Restoration After Military Duty
- 3360 Career Intern Program
- 3400 EMPLOYEE PERFORMANCE AND UTILIZATION
 - 3410 Employee Training and Development
 - 3420 Management Training and Development

Vertical line denotes change.

- 3430 Performance Evaluation
- 3440 (Reserved)
- 3450 Incentive Awards and Employee Recognition
- 3500 POSITION CLASSIFICATION, PAY, AND ALLOWANCES
 - 3510 Position Classification and Job Evaluation
 - 3520 (Reserved)
 - 3530 Pay Rates and Systems
 - 3540 Merit Pay
 - 3550 Pay Administration
 - 3560 - 3580 (Reserved)
 - 3590 Allowances and Differentials
- 3600 ATTENDANCE AND LEAVE
 - 3610 Hours of Duty
 - 3620 (Reserved)
 - 3630 Absence and Leave
- 3700 PERSONNEL RELATIONS AND SERVICES
 - 3710 Labor-Management Relations
 - 3720 Contractor Relations
 - 3730 Suitability
 - 3731 -3732 (Reserved)
 - 3733 Political Activity
 - 3734 (Reserved)
 - 3735 Employee Responsibilities and Conduct
 - 3740 (Reserved)
 - 3750 Employee Discipline
 - 3751 (Reserved)
 - 3752 Adverse Actions

- 3760 (Reserved)
- 3770 Grievances, Appeals, and Hearings
- 3780 Services to Employees
 - 3781 Employee Recreation and Welfare Activities
- 3790 Occupational Safety and Health Program for Federal Employees
 - 3791 Safety
 - 3792 Health
- 3800 INSURANCE AND ANNUITIES
 - 3810 Injury
 - 3820 (Reserved)
 - 3830 Retirement
 - 3840-3860 (Reserved)
 - 3870 Life Insurance
 - 3880 (Reserved)
 - 3890 Health Benefits
- 3900 GENERAL AND MISCELLANEOUS
 - 3910 Fund-Raising Campaigns
 - 3920 Savings Bond Campaigns
- 4000 LOGISTICS MANAGEMENT - GENERAL
 - 4010 Value Engineering
- 4100 (RESERVED)
- 4200 PROCUREMENT
 - 4210 Authorities, Responsibilities, and Regulations
 - 4220 Contracting
 - 4230 Small Purchasing

- 4240 Major Systems Acquisition
- 4250 Requisitioning and Ordering
- 4260 Personal Services
- 4300 REAL PROPERTY MANAGEMENT
 - 4310 Authorities, Responsibilities, and Regulations
 - 4320 Facilities Planning
 - 4330 Facilities Management (Including Space)
 - 4340 Services
- 4400 PERSONAL PROPERTY MANAGEMENT
 - 4410 Authorities, Responsibilities, and Regulation;
 - 4420 Equipment, Supply, and Inventory Management
 - 4430 Property in Use Management
 - 4431 Excess
 - 4432 Surplus
 - 4433 Disposal
 - 4440 Vehicle Management
 - 4450 Aircraft Management
 - 4460 Reports
- 4500 COMMERCIAL AND INDUSTRIAL ACTIVITIES
 - 4510 Authorities, Responsibilities, and Regulations
 - 4520 Commercial (Including Commissary, Messing, Laundry, Housekeeping)
 - 4530 Industrial
 - 4540 Public Services

4600 GRANT MANAGEMENT

4610 Authorities, Responsibilities, and Regulations

4620 Grants

4630 Grants-in-Aid

4640 Cooperative Agreements

4650 Loans/Loan Guarantees

4700 PROJECT MANAGEMENT

4800 - 4900 (RESERVED)

5000 PROGRAM PLANNING AND MANAGEMENT

5010 Economic Affairs (Including Economic Analysis and Fore-casting)

5020 Program Coordination and Evaluation (Including Federal, State, Local,
Industry, Intermodal)

5030 Policy Development and Coordination

5031 Domestic

5032 International

5040 Program Financing Methods (Including Loan Guarantees, Taxes, User Charges
- See 4600 for Grants Management)

5100 PLANNING, PROGRAMING, AND BUDGETING

5110 Special Studies

5120 Program Proposals

5130 Departmental Review

5131 Secretarial Review

5132 Internal DOE Appeals

- 5140 Program Memorandums
 - 5141 Program and Financial Plan
- 5150 Budget Submissions
 - 5151 DOE Review
 - 5152 OMB Review
 - 5153 Congressional Review
- 5160 Budget Execution
- 5170 Budget Reports
- 5200 MANPOWER MANAGEMENT
- 5300 TELECOMMUNICATIONS
 - 5310 Data/Computer
 - 5320 Radio Frequency Management
 - 5330 Landline (Telephone, Telegraph)
 - 5340 Space/Satellites
 - 5350 Command and Control Systems
- 5400 ENVIRONMENTAL QUALITY AND IMPACT
 - 5410 Environmental Analyses
 - 5420 Environmental Development Plans
 - 5430 Environmental Assessments
 - 5440 Environmental Impact Statements
 - 5450 Physical Sciences
 - 5451 Seismicity
 - 5452 Geology
 - 5453 Oceanography

- 5454 Meteorology
- 5460 Bioenvironmental Sciences
 - 5461 Wildlife
 - 5462 Vegetation
- 5470 Protection and Enhancement
 - 5471 Noise Control
 - 5472 Pollution Control
 - 5473 Community Impact
 - 5474 Parks
 - 5475 Recreation Areas
 - 5476 Wildlife and Waterfowl Refuge
 - 5477 Historical Sites
- 5480 Environmental Safety and Health
 - 5481 Analysis
 - 5482 Appraisal
 - 5483 Contractor Programs
 - 5484 Reporting
- 5500 EMERGENCY PREPAREDNESS
 - 5510 Operational Plans
 - 5511 Domestic
 - 5512 International
 - 5520 Chemical, Biological, and Radiological Defense
 - 5530 Emergency Resources Management
 - 5540 Reports, Tests, and Exercises
 - 5541 Domestic
 - 5542 International

5550 Industrial Mobilization

5560 Priorities and Allocations

5600 DEFENSE PROGRAMS

5610 Military Application

5620 Laser Fusion

5630 Safeguards and Security

5631 Personnel Security

5632 Physical Security

5633 Materials Control and Accountability

5634 Reviews

5635 Document Control

5636 Technical Security

5637 Computer Security

5638 Travel to Communist Controlled Countries

5640 International Security Affairs

5650 Classification

5660 Nuclear Materials Production

5670 Foreign Intelligence

5700 ENERGY PROGRAMS AND POLICES - GENERAL

5800 ENERGY RESEARCH AND TECHNOLOGY

5810 Health and Safety

5820 Radioactive Material

5821 Radioactive Waste

- 5822 Radioactive Materials/Waste Transportation
- 5823 Containerization
- 5830 Process Development
- 5840 Reactor Development
- 5850 Medical
- 5860 Biological
- 5870 Chemical
- 5900 ENERGY INFORMATION
- 6000 ENERGY POLICY AND EVALUATION
- 6100 RESOURCE APPLICATIONS
 - 6110 Petroleum
 - 6111 Natural Gas
 - 6112 Coal
 - 6113 Uranium
 - 6114 Shale
 - 6120 Power Marketing
 - 6130 Geothermal
- 6200 ENERGY CONSERVATION
- 6300 SOLAR APPLICATIONS
- 6400 CONSTRUCTION AND ENGINEERING
 - 6410 Construction
 - 6420 Engineering
 - 6430 Design Criteria

Vertical line denotes change.