

Approved: 10-16-95
Sunset Review: 10-16-97
Expires: 10-16-99

SUBJECT: DIRECTIVES SYSTEM

1. OBJECTIVES. The Department of Energy (DOE) Directives System is the means by which DOE policies and requirements are developed and communicated throughout the Department. Directives include Policy Statements, Orders, Notices, Manuals, DOE Regulations, Technical Standards, and Guides. This Order describes how these documents relate to one another. It also prescribes the process for development of Policy Statements, Orders, Notices, Manuals and Guides, which are intended to guide, inform, and instruct employees in the performance of their jobs, and enable them to work effectively within the Department and with agencies, contractors, and the public. Objectives include the following:
 - a. Issuance of clearly stated, succinct, and cost-effective Policy Statements, Orders, Notices, Manuals and Guides that emphasize outcome rather than process wherever possible.
 - b. Early involvement of all DOE and contractor organizations in the development of Policy Statements, Orders, Notices, Manuals, and Guides.
 - c. Minimization of the time required to develop and issue Policy Statements, Orders, Notices, Manuals and Guides.
 - d. More effective program direction, accountability, and performance assurance.
 - e. Elimination and avoidance of unnecessary or redundant Policy Statements, Orders, Notices, Manuals and Guides.
 - f. Limitation of prescriptive requirements to the minimum necessary.
 - g. Prevention of directives-type material being issued outside the directives system.
2. CANCELLATION. DRAFT DOE O 251.1, DIRECTIVES SYSTEM, of 5-31-95 and DRAFT DOE M 251.1-1, NEW DIRECTIVES SYSTEM MANUAL, of 5-95.
3. APPLICABILITY.
 - a. DOE Elements. All Departmental Elements (defined as Headquarters first-tier organizations, Operations Offices, Field Offices, Energy Technology Centers, and Power Marketing Administrations) are to follow this Order when engaged in the development and/or revision, coordination, and sunset review of Policy Statements, Orders, Notices, Manuals and Guides.

- b. Contractors. The Contractor Requirements Document (CRD), Attachment 1, sets forth requirements to be applied to contractors whose involvement in the directives process is required. Contractor compliance with the CRD will be required to the extent set forth in a contract.
- c. Exclusions. This Order does not apply to the development and issuance of DOE Regulations or Technical Standards. This Order also does not apply to classified directives.

4. REQUIREMENTS.

- a. All Departmental Elements and management and operating (M&O) contractors shall have the opportunity to participate in all phases of the directives system (development, coordination, and sunset review).
- b. Directives shall be developed, coordinated, and issued in a timely manner and shall be kept current thereafter.
- c. A Directives Management Document (Chapter I of DOE M 251.1-1, DIRECTIVES SYSTEM MANUAL) shall be used to solicit information concerning the proposed issuance of new and significantly revised Orders and Manuals.
- d. A Cost of Implementation Estimate (Chapter II of DOE M 251.1-1) shall be prepared for directives with new requirements unless the requirements are imposed by law, Executive order, Office of Management and Budget direction, or by regulation of another agency.
- e. Draft Directive Management Documents, Orders, Notices, and Manuals shall be reviewed prior to their coordination to ensure internal consistency, clarity, and compatibility with other directives. Orders, Notices, and Manuals shall be reviewed again prior to issuance.
- f. Offices of Primary Interest and reviewers shall strive to resolve conflicting positions on major issues. The Office of Primary Interest shall apprise the reviewer(s) of outcomes prior to issuance of the directive. (See DOE M 251.1-1, Chapter III, paragraph 3f.)
- g. Orders, Notices, and Manuals may be accompanied by Guides when appropriate. Guides describe approaches to meeting the requirements, but their provisions shall not be construed as requirements in any audit or appraisal for compliance with the Order, Notice, or Manual concerned.

- h. Requirements contained in directives are applicable to the Department's contractors only when established by law or regulations or when included by reference in specific contracts.
 - i. Requirements for contractors may not be set forth in the body of an Order, Notice, or Manual; when appropriate, they are to be set forth in an attachment to the directive, titled "Contractor Requirements Document," which can be incorporated by reference into a contract to the extent appropriate.
 - j. Directives, where appropriate, shall allow for a graded approach to implementation.
 - k. Supplemental directives issued by Field or Headquarters Elements shall not contradict or delete provisions in any applicable DOE-wide Policy Statement, Order, Notice, or Manual. (See DOE M 251.1-1, Chapter IV.)
 - l. Each Policy Statement, Order, Notice, Manual, and Guide shall be reviewed every 2 years to determine whether it should be continued, revised, or canceled. (See DOE M 251.1-1, Chapter VI.)
 - m. With the exception of line management direction concerning functions or activities under their direct responsibility, policies, requirements, responsibilities, and procedures shall be issued through the Departmental Directives System discussed in this Order.
 - n. Directives-type material (e.g., documents that establish requirements beyond the issuing organization) shall not be issued outside the Directives System.
5. RESPONSIBILITIES. See DOE M 251.1-1, DIRECTIVES SYSTEM MANUAL, of 10-16-95, for specific responsibilities.
6. REFERENCES. *United States Government Printing Office Style Manual*, which outlines the form and style to be used in printed Government documents, and is used for standardization, particularly for rules of grammar and punctuation.
7. CONTACT. Questions concerning this Order should be addressed to the Office of Organization and Management, (202) 586-4716.

BY ORDER OF THE SECRETARY OF ENERGY:

ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors responsible for management and operation of Department-owned facilities and other contractors, as determined by the contracting officer, shall accomplish the following:

1. Participate in the development of draft directives when contractor participation is requested by the originator and when the contractor determines participation may be beneficial.
2. Conduct timely analyses of Directives Management Documents and draft directives, when requested, and advise DOE of:
 - a. Their impact on contractor operations;
 - b. The need for the directive;
 - c. The value added by the directive and the requirements contained therein; and
 - d. Any constructive alternatives to a directive's contents when such alternatives will allow the Department to attain its objectives more quickly or at lower cost without sacrificing effective program direction, accountability, and performance assurance.
3. Prepare cost of implementation estimates of proposed directives or requirements when requested.