

SUBJECT: ADMINISTRATIVE CHANGE TO DOE O 251.1D, *DEPARTMENTAL DIRECTIVES PROGRAM*

1. EXPLANATION OF CHANGES. These changes update definitions and contact information; and provide clarification for directives development and review processes.
2. LOCATIONS OF CHANGES: Changes made throughout the document can be noted at the beginning of the chart.

Page	Paragraph	Changed	To
	Throughout	Minor Change	Limited Change
	Throughout	Authorizing Official	Approving Official
	Throughout	Authorization Coordinator	Approval Coordinator
	Throughout	Senior Authorizing Official	Removed.
	Throughout	Senior Authorization Coordinator	Removed.
13	5.n.(1)	In consultation with the Head of their Departmental Element, determines his/her organization's official policy position on directives.	In consultation with the Head of their Departmental Element, the Headquarters AO determines his/her organization's official policy position on directives.
17	8.	Questions concerning this Order should be addressed to the Departmental Directives Program at 202-287-5641.	Questions concerning this Order should be addressed to the Departmental Directives Program at DOEdirectives@hq.doe.gov .
App. A A-1	1.d.(2)	Fast Track revisions are limited to minor changes....	Fast Track revisions are restricted to limited changes....
App. C C-1	Paragraph 2	Fast Track revisions are limited to minor changes....	Fast Track revisions are restricted to limited changes....
App. J J-1	3.	Merged old Senior Authorizing Official and Authorizing Official definitions to define new term: Approving Official.	Approving Officials (AOs). Senior-level managers designated to lead efforts to solicit, review, and adjudicate comments from within their organizations. Duties include assigning local SMEs to review directives actions; soliciting and consolidating comments on directives actions; ensuring management concurrence with

Page	Paragraph	Changed	To
			comments; authorizing the AC to submit the organization's final, consolidated comments on directives and related documents; facilitating comment and issue resolution; informing SMEs of comment resolution and disposition; and acting as liaison between their organizations and the DRB.
App. J J-3	18.	Was number 36. Technical Standard. DOE standards, handbooks, and specifications established, approved, and maintained in accordance with the DOE Technical Standards Program (see the current version of DOE O 252.1, <i>Technical Standards Program</i>). DOE standards, the only type of DOE technical standard that may be invoked in a DOE Directive, provide specific standardized approaches, methodologies, technical criteria, or other information on accomplishing a task, developing a plan, and/or performing a calculation or assessment to implement a DOE requirement. DOE standards provide a common shared approach or methodology for implementing a DOE requirement such that its implementation is consistent across DOE programs and operations.	Renumbered to 18. DOE Technical Standard. DOE standards, handbooks, and specifications established, approved, and maintained in accordance with the DOE Technical Standards Program (see the current version of DOE O 252.1, <i>Technical Standards Program</i>). DOE standards provide specific standardized approaches, methodologies, technical criteria, or other information on accomplishing a task, developing a plan, and/or performing a calculation or assessment to implement a DOE requirement. DOE standards provide a common shared approach or methodology for implementing a DOE requirement such that its implementation is consistent across DOE programs and operations.
App. J J-3 and J-4	18.-33.	Renumbered.	19.-34.
App. J J-4	27.	<u>Invoked Technical Standard</u> . A DOE Technical Standard that is called upon, in part or in whole, as a required method in a DOE Directive based on a clear	<u>Invoked Technical Standard</u> . A DOE or other Technical Standard that is called upon, in part or in whole, as a required method in a DOE Directive

Page	Paragraph	Changed	To
		<p>requirement statement. The following is an example of an invoking requirement statement: “DOE Headquarters line management must oversee DOE field processes for verifying readiness to startup and restart nuclear facilities in accordance with . . . DOE-STD-3006, Planning and Conducting Readiness Reviews. (DOE Order 425.1D)”</p>	<p>based on a clear requirement statement. The following is an example of an invoking requirement statement: “Safety analysis and supporting design must be developed and integrated in accordance with DOE-STD-1189-2016.” (DOE Order 420.1C)</p>
<p>App. J J-5</p>	<p>37.-38.</p>	<p>Renumbered.</p>	<p>36.-37.</p>