

**ADMINISTRATIVE CHANGES TO
DOE O 252.1A, TECHNICAL STANDARDS PROGRAM**

Locations of Changes:

Page	Paragraph	Changed	To
6	5.f(3)	In partnership with TSMs, screens all TSP projects (new draft standards, revised draft standards, standard reaffirmations, and standard cancellations) to ensure that they meet the intent of a DOE technical standard and are not duplicative of existing, adequate VCSs.	In partnership with TSMs, screens new draft standards, revised draft standards, standard reaffirmations, and standard cancellations to ensure that they meet TSP requirements.
7	6.d	DOE P 450.2A, <i>Identifying, Implementing and Complying with Environment, Safety and Health Requirements</i> , dated 5-15-96.	DOE P 450.4A, <i>Integrated Safety Management Policy</i> , dated 4-25-2011.
7	6.g	DOE P 450.4, <i>Safety Management System Policy</i> , dated 10-15-96.	Delete
7	6.h now 6.g	DOE G 450.4-1B, <i>Integrated Safety Management System Guide</i> , dated 3-1-01	DOE G 450.4-1C, <i>Integrated Safety Management System Guide</i> , dated 9-29-2011.
7	6.g thru 6.k	Renumbered.	6.g thru 6.j
7	6.j now 6.i	DOE O 426.1, <i>Federal Technical Capability</i> , dated 11-19-09.	DOE O 426.1 Chg. 1, <i>Federal Technical Capability</i> , dated 11-19-09.
11	1.a	The Preparing Activity (PA) identifies a need for a DOE TS, prepares a Project Initiation Request to request to start a project to develop the DOE TS, and consults with the organization's Technical Standards Manager (TSM) about the project. The Project Initiation Request must identify related and potentially applicable VCSs and provide justification why these are not adequate for DOE needs. The Project Initiation Request must be approved by the PA's Senior Line Manager (SLM), who is the Cognizant Secretarial Officer, designated Senior Program Official, DOE Federal Technical Capability Panel (FTCP) Chair, in the case of FTCP Functional Area Qualification Standards (FAQS), or Field Office	The Preparing Activity (PA) identifies a need for a DOE TS, prepares a Project Justification Statement (PJS) prior to starting a project to develop the DOE TS, and consults with the organization's Technical Standards Manager (TSM) about the request. The PJS must identify related and potentially applicable VCSs and provide justification why these are not adequate for DOE needs. The PJS must be approved by the PA's Senior Line Manager (SLM), who is the Cognizant Secretarial Officer, designated Senior Program Official, DOE Federal Technical Capability Panel (FTCP) Chair, in the case of

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		Manager.	FTCP Functional Area Qualification Standards (FAQS), or Field Office Manager.
11	1.b	The Technical Standards Program Manager (TSPM) must review the Project Initiation Request for completeness and if complete, send it out for coordination to all applicable TSMs for 15 days.	The Technical Standards Program Manager (TSPM) must review the PJS for completeness and if complete, send it out for concurrence review to all applicable TSMs for 15 business days.
11	1.c	The PA must resolve all non-concurrences received from commenting TSMs on the Project Initiation Request before the project may be approved. Where non-concurrences cannot be resolved with TSMs, a dispute resolution process will be used where the non-concurrence issues are elevated to the responsible SLMs. All applicable organizations must concur before a DOE TS project may be initiated.	The PA must resolve all non-concurrences received from commenting TSMs on the PJS before the project may be approved. Where non-concurrences cannot be resolved with TSMs, a dispute resolution process will be used where the non-concurrence issues are elevated to the responsible SLMs. All applicable organizations must concur before a DOE TS project may be initiated.
11	1.d	If the Project Initiation Request receives support from all applicable TSMs, the TSPM will assign a project number, and notify the DOE community that a new project has been initiated.	If the PJS receives support from all applicable TSMs, the TSPM will assign a project number, and notify the DOE community that a new project has been initiated.
11	2.	Draft new, revised, and canceled DOE TSs are coordinated using the TSP RevCom system. They can receive either full or limited coordination, depending on the level of review required. The process for coordinating DOE TSs is as follows:	Draft new, revised, reaffirmed, and canceled DOE TSs are coordinated using the TSP RevCom system. They can receive either full or limited coordination, depending on the level of review required. The process for coordinating DOE TSs is as follows:
12	4.	There are several types of maintenance activities that may need to be performed for DOE TSs: revisions, change notices, reaffirmations, cancellations, reinstatements, and in-activations for	There are several types of maintenance activities that may need to be performed for DOE TSs: revisions, change notices, reaffirmations, and cancellations. Anyone,

Page	Paragraph	Changed	To
		new design. Anyone, including DOE TS users, may identify the need for TS maintenance activities. The following process applies to all of the above cases.	including DOE TS users, may identify the need for TS maintenance activities. The following process applies to all of the above cases.
12	4.d	Development, coordination, and approval of maintenance actions (revised DOE TSs, reaffirmed DOE TSs, canceled DOE TSs, reinstated DOE TSs, or in-activations) must proceed in accordance with paragraphs 1, 2, and 3 above, except that only revisions, cancellations, and in-activations require new project numbers. Change Notices may be used to transmit non-technical changes that affect less than 25 percent of the DOE TS.	Development, coordination, and approval of maintenance actions (revised DOE TSs, reaffirmed DOE TSs, or canceled DOE TSs) must proceed in accordance with paragraphs 1, 2, and 3 above, except that only revisions require new project numbers. Change Notices may be used to transmit non-technical changes that affect less than 25 percent of the DOE TS.