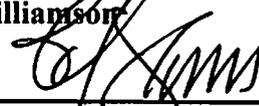


## Directives Program

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APPROVAL SIGNATURE:   
for David C. Moody, Manager, DOE-SR

EFFECTIVE DATE: 4.11.2014

PRIMARY DIVISION OFFICE: Office of Safety and Quality Assurance

**Title: Directives Program**

**CHANGE SUMMARY LOG**

<b>Description of Change</b>	<b>Effective Date</b>
<p>This revision cancels all previous revisions and incorporates the following:</p> <ul style="list-style-type: none"><li>• Reformatted and includes editorial revisions to organizational names, titles, font size, etc., and renumbers or removes numbers in sections and paragraphs;</li><li>• Adds Table of Content;</li><li>• Modifies review cycle requirement from a biennial (2-year) review to a 4-year review;</li><li>• Redefines the administrative process for establishing and/or revising site-wide policies;</li><li>• Adds Savannah River Site Policy Manual (SRSPM) Attachment;</li><li>• Makes changes and clarifies Section 5.7, Unspecified Frequency of Requirements;</li><li>• Updates References;</li><li>• Updates Definitions; and</li><li>• Updates Attachments.</li></ul>	<p><b>4-11-14</b></p>

**Title: Directives Program**

**TABLE OF CONTENTS**

<b>1.0</b>	<b>PURPOSE AND SCOPE</b> .....	<b>4</b>
1.1	Purpose.....	4
1.2	Scope.....	4
<b>2.0</b>	<b>REFERENCES</b> .....	<b>4</b>
<b>3.0</b>	<b>ATTACHMENTS</b> .....	<b>5</b>
<b>4.0</b>	<b>ACRONYMS AND DEFINITIONS</b> .....	<b>5</b>
4.1	Acronyms .....	5
4.2	Definitions.....	6
<b>5.0</b>	<b>REQUIREMENTS</b> .....	<b>8</b>
5.1	Initial Request of a DOE-SR Directive.....	8
5.2	Initial Request of a Site-Wide Policy.....	9
5.3	Concurrence and Approval of DOE-SR Directives .....	10
5.4	Cancellation of DOE-SR Directives .....	12
5.5	Review of DOE-SR Directives .....	12
5.6	Reporting of DOE-SR Directives .....	13
5.7	Unspecified Frequency of Requirements.....	13
<b>6.0</b>	<b>RECORDS</b> .....	<b>14</b>
6.1	Records Control .....	14
6.2	Records Generated .....	14
ATTACHMENT A:	Directives Criteria Checklist.....	15
ATTACHMENT B:	SR Form 310, “Request for Directive Action (RDA)” .....	16
ATTACHMENT C:	Sample Staff Summary Sheet (SSS).....	17
ATTACHMENT D:	Sample Comment Resolution Matrix.....	18
ATTACHMENT E:	Site-wide Policy Process Flowchart.....	19
ATTACHMENT F:	Savannah River Implementing Procedure (SRIP) .....	20
ATTACHMENT G:	Savannah River Manual (SRM).....	24
ATTACHMENT H:	Savannah River Notice (SRN).....	25
ATTACHMENT I:	Savannah River Policy (SRP).....	26
ATTACHMENT J:	Savannah River Site Policy Manual (SRSPM).....	27

**Title: Directives Program**

**1.0 PURPOSE AND SCOPE**

**1.1 PURPOSE**

This directive correlates to DOE Order (O) 251.1C, “Departmental Directives Program” and describes the management of the Department of Energy Savannah River Operations Office (DOE-SR) directives and administrative processes in preparation of DOE-SR directives. This directive assists DOE-SR personnel in the approval process of developing, revising, and requesting cancellation of DOE-SR directives, e.g., Savannah River Implementing Procedure (SRIP), Savannah River Manual (SRM), Savannah River Notice (SRN), and Savannah River Policy (SRP) to include site-wide policies.

**1.2 SCOPE**

This directive applies to all DOE-SR Federal employees. National Nuclear Security Administration (NNSA) - Savannah River Site, consisting of Savannah River Field Office (SRFO) and Site Engineering and Project Integration Division (NA-262), SRS, may elect to adopt this directive for conduct of their business.

**2.0 REFERENCES**

- 2.1 DOE O 226.1B, “Implementation of Department of Energy Oversight Policy”
- 2.2 DOE O 251.1C, “Departmental Directives Program”
- 2.3 DOE O 414.1D, “Quality Assurance”
- 2.4 SRM 414.1.1E, “Quality Assurance Program Manual”
- 2.5 SRIP 200, Chapter 243.1, “Records Management Program”
- 2.6 SRM 226.1.1D, “Integrated Performance Assurance Manual (IPAM)”
- 2.7 SRM 300.1.1B, “DOE-SR Functions, Responsibilities and Authorities Procedure (FRAP)”
- 2.8 Memorandum, “SRFO Adoption of Department of Energy Savannah River Operations Office (DOE-SR) Manuals, Procedures, and Policies,” Dearolph to Moody, dated March 20, 2014.
- 2.9 Memorandum, “NA-262 SRS Adoption of DOE-SR and NNSA SRFO Manuals, Procedures and Policies,” Clark to Moody, dated January 30, 2013.

**Title: Directives Program**

**3.0 ATTACHMENTS**

<b>Attachment</b>	<b>Title</b>	<b>Page</b>
A	Directives Criteria Checklist	15
B	SR Form 310, "Request for Directive Action (RDA)"	16
C	Sample Staff Summary Sheet (SSS)	17
D	Sample Comment Resolution Matrix	18
E	Site-wide Policy Process Flowchart	19
F	Savannah River Implementing Procedure (SRIP)	20
G	Savannah River Manual (SRM)	24
H	Savannah River Notice (SRN)	25
I	Savannah River Policy (SRP)	26
J	Savannah River Site Policy Manual (SRSPM)	27

**4.0 ACRONYMNS AND DEFINITIONS**

**4.1 ACRONYMNS**

AM	Assistant Manager
AMIES	Assistant Manager for Infrastructure and Environmental Stewardship
AMNMSP	Assistant Manager for Nuclear Materials Stabilization Project
DMS	Directives Management System
DPM	Directives Program Manager
DOE-SR	Department of Energy Savannah River Operations Office
EM	Environmental Management
FEOSH	Federal Employee Occupational Safety and Health
FRAP	Functions, Responsibilities and Authorities Procedure
HQ	U.S. Department of Energy Headquarters
IBMS	Integrated Business Management System
IMO	Interface Management Office
IMT	Interface Management Team
NNSA	National Nuclear Security Administration
OCR	Office of Civil Rights
OD	Office Director
OSQA	Office of Safety and Quality Assurance
PAD	Performance Assurance Division
PDO	Primary Division Office
RDA	Request for Directive Action
SME	Subject Matter Expert
SMT	Senior Management Team
SRFO	Savannah River Field Office
SRIP	Savannah River Implementing Procedure
SRM	Savannah River Manual
SRN	Savannah River Notice
SRNS	Savannah River Nuclear Solutions

**Title: Directives Program**

SRP	Savannah River Policy
SRS	Savannah River Site
SRSPM	Savannah River Site Policy Manual
STAR	Site Tracking, Analysis, & Reporting System

**4.2 DEFINITIONS**

- 4.2.1 **Author**: Individual assigned responsibility to develop or revise a directive.
- 4.2.2 **Contractor**: Any individual or legal entity that (a) directly or indirectly (e.g., through an affiliate) submits offers for, or is awarded or reasonably may be awarded, a government contract, including a contract for carriage under government or commercial bills of lading, or a subcontract under a government contract; or (b) conducts business, or reasonably may be expected to conduct business, with the government as an agent or representative of another contractor.
- 4.2.3 **Directive**: Document issued by HQ or DOE-SR which assigns responsibilities and/or sets forth requirements or guidance. Examples of HQ directives include: Orders, Manuals, Notices, Policies, and Guides. Examples of DOE-SR directives include: SRIPs, SRMs, SRNs, and SRPs. Directive requirements for the contractors, when appropriate, are set forth in an attachment to a HQ directive, entitled “Contractor Requirements Document”.
- 4.2.4 **Directives Program Manager (DPM)**: DOE-SR employee responsible for managing the DOE-SR Directives Program.
- 4.2.5 **Directives Management System (DMS)**: Automated process used by DPM to track status of HQs and DOE-SR directives from development to retirement.
- 4.2.6 **Effective Date**: Date in which a new or revised directive is approved.
- 4.2.7 **Federal Joint Resolution Team**: Team comprised of federal employees ONLY (DOE-SR and NNSA) to resolve/disposition all comments on newly proposed site-wide policies prior to proposed policy moving forward (See Attachment E for process flowchart) for inclusion within the “Savannah River Site Policy Manual (SRSPM),” as outlined in Section 5.2.
- 4.2.8 **Interface Management Team (IMT)**: Team established to provide a vehicle for focused communications on cross-cutting issues among the people directly responsible for implementing SRS interface agreements, as described by the SRS Interface Management Plan, to help assure both current and new interfaces are handled in a predictable and efficient manner. Team addresses interfaces which pertain to the exchange of site landlord services and other site support services and programs among EM, NNSA, site contractors and site tenants.

**Title: Directives Program**

- 4.2.9 **IMT Site-Wide Policies Sub Committee**: Committee established to coordinate the development of a minimal set of site-wide policies, wherein the policy content and/or requirements impact ALL site tenants, i.e., “Fitness Activities Permitted at Savannah River Site.”

**NOTE:** This committee is comprised of DOE-EM (SR), DOE-NNSA (Nuclear Non-Proliferation), DOE-NNSA (Defense Programs), DPM, M&O Interface, and Site-Wide Procedures representatives, herein identified as the IMT Site-Wide Policies Sub Committee.

- 4.2.10 **Primary Division Office (PDO)**: The PDO with primary programmatic responsibility for the subject matter contained in the directives, nuclear safety rules or for a functional area.
- 4.2.11 **Review**: A review is a detailed assessment of a procedure and is essential to ensure the directive is still required, technically accurate, and precisely reflects conduct of activities.
- 4.2.12 **Revision**: Modification to an existing directive.
- 4.2.13 **Savannah River Implementing Procedure (SRIP)**: Directive that describes responsibilities and processes utilized by DOE-SR personnel for complying with a HQ directive or in performing day-to-day activities. SRIPs cannot assign contractor(s) action or responsibility.
- 4.2.14 **Savannah River Manual (SRM)**: Directive that supplements an approved DOE-HQ directive by providing more instructions on how requirements should be implemented at SRS. SRMs can assign contractor(s) action or responsibility.
- 4.2.15 **Savannah River Notice (SRN)**: Short-term directive (valid for one year) which describes responsibilities and processes utilized by DOE-SR personnel that may later be permanently incorporated into a new or existing SRIP or SRM. SRNs cannot assign contractor(s) action or responsibility.
- 4.2.16 **Savannah River Policy (SRP)**: Directive that describes philosophy and fundamental values of DOE-SR. Because an SRP is general in nature, it may require implementation through more specific requirements established in a SRIP, SRM, or SRN. SRPs can assign contractor(s) action or responsibility.
- 4.2.17 **Savannah River Site Policy Manual (SRSPM)**: Directive that captures a minimal set of requirements (site-wide policies) that **all** SRS tenants are required to follow.
- 4.2.18 **Senior Management Team (SMT)**: The SMT is comprised of the Manager, DOE-SR, Deputy Manager, Assistant Managers, Deputy Assistant Managers and Office Directors which serve as the governing body in setting policy and making decisions for operation of DOE-SR and provides oversight of contractors executing the environmental management mission at SRS.

**Title: Directives Program**

4.2.19 **Senior Management Team Expanded (SMTx)**: The SMTx includes Division Directors.

**5.0 REQUIREMENTS**

SRIPs, SRMs, SRNs, and SRPs are implementing directives applicable to DOE-SR personnel. SRFO and NA-262 have chosen to adopt, certain DOE-SR directives identified in References 2.8 and 2.9.

All SRIPs and SRMs have been divided into five subject matter categories/series and numbered accordingly. DOE O 251.1C, Admin Chg 1 “Departmental Directives Program,” establishes subject matter categorization numbers to be used when assigning numbers to new DOE-SR directives. New numbers will be issued for revisions to SRNs and SRPs.

**NOTE:** SRPs determined to be *site-wide* will be converted to Chapters and included in the SRSPM.

The PDO for a directive should notify the DPM when events occur that change ownership, i.e., Author/SME and/or PDO of a DOE-SR directive.

**5.1 INITIAL REQUEST OF A DOE-SR DIRECTIVE**

5.1.1 When a DOE SME recommends development or revision of a directive, an SR Form 310, “Request for Directive Action (RDA)”, Part 1, (Attachment C) must be completed. Attachment A should be used to assist a requester in determining the type of directive that should be developed/revised.

5.1.2 Upon receiving an approved SR Form 310, “Request for Directive Action (RDA)”, DPM confirms through DMS that no action related to the directive is currently in process then adds DRAFT directive information within the DMS.

A. If there is an existing development/revision in process, the DPM completes the RDA, Part 2, and identifies the Author/SME responsible; DPM then files the original RDA, and returns a copy to the PDO.

B. If no action is in process, the DPM assigns the directive a number, completes the RDA, Part 2, and enters information into DMS. The DPM maintains the original RDA and forwards a copy to the PDO.

**NOTE:** DOE-SR directive formats are described in Attachments F, G, H, and I as applicable.

5.1.3 SME provides DPM with a DRAFT Word version of the procedure with the track changes function activated. The DPM ensures formatting is correct and routes for review/comment/concurrence as outlined in Section 5.3.

**Title: Directives Program**

**NOTE:** SME is encouraged to route DRAFT directive for **preliminary** review, to gather/disposition any comments, if revised/newly developed requirements significantly impact line organizations. This is necessary prior to the final DRAFT entering into the Directives Program.

**5.2 INITIAL REQUEST OF A SITE-WIDE POLICY**

5.2.1 When a DOE SME and their applicable PDO Director determines a site-wide policy needs to be developed or revised, the DOE SME prepares a DRAFT policy.

5.2.2 Upon completion of the DRAFT policy (development or revision), the SME contacts the DPM to arrange a meeting with the IMT Site-wide Policies Sub Committee in which the SME describes the purpose and outlines the requirements and basis for the new/revised policy.

5.2.3 IMT Site-Wide Policies Sub Committee reviews DRAFT and determines if policy meets criteria and is ready for SMT and IMT review. DRAFT policy must meet the following criteria:

- A. Must apply to ALL SRS tenants.
- B. Must be requirements based and not contain implementing procedure steps.
- C. Must not repeat an existing law or standard contract requirement.
- D. May be further restrictive than an existing law or standard contract requirement, if justification is provided and approved.
- E. Expected benefits of the proposed policy should outweigh the cost to implement.
- F. Should be consistent with the direction of future site missions.

5.2.4 Upon IMT Site-Wide Policies Sub Committee completing a criteria check of DRAFT policy, the DPM coordinates SME briefings simultaneously to SMT and IMT.

A. SME briefing to SMT: DPM requests time allotted for SME briefing on the next available SMT meeting agenda by contacting the DOE-SR Manager's Executive Assistant with the following information:

- 1. Brief description of the policy to be presented;
- 2. Proposed amount of time to be allotted on the SMT agenda for SME to present the proposed policy or revision (projection should also include estimated time for SMT discussion); and
- 3. Request for NNSA attendance.

**NOTE:** SME prepares briefing slide(s)/handout(s) (30 copies needed); format is at discretion of the SME; however, material should contain Background and Discussion Sections.

B. SME briefing to IMT: DPM requests time allotted for SME briefing on the next available monthly meeting agenda by contacting the SRNS Interface Management Office with the following information:

**Title: Directives Program**

1. Brief description of the policy to be presented; and
2. Proposed amount of time to be allotted on the IMT agenda for SME to present proposed policy or revision (projection should also include estimated time for IMT discussion).

**NOTE:** IMT meetings typically meet the third Wednesday of every month. SME prepares briefing slide(s)/handout(s) (30 copies needed); format is at the discretion of the SME; however, material should contain Background and Discussion Sections.

5.2.5 IMT Site-Wide Policies Sub Committee non-concurrence, based on criteria check, of DRAFT policy, DOE/NNSA interface representatives will coordinate a Federal Joint Resolution Team review following the steps below:

- A. Request Federal staff ONLY (SME to SME) review through DPM;
- B. DPM will route DRAFT policy to the Federal Joint Resolution Team comprised of EM and NNSA personnel and applicable SMEs;
- C. **IF** SME cannot resolve comments through the federal review ONLY process; SME/PDO may elect to elevate to AM level;
- D. **IF** SME resolves comments through the federal review ONLY process, SME should return to Section 5.2.4 and follow steps to brief SMT and IMT;
- E. **IF** resolution is not reached at the AM level; SME/PDO may elect to elevate to Managers, i.e., DOE-SR, SRFO, and NA-262;
- F. **IF** Managers concur, SME should return to Section 5.2.4 and follow steps to brief SMT and IMT; and
- G. **IF** Managers do not concur, DRAFT policy may be cancelled.

5.2.6 Upon obtaining IMT Site-Wide Policies Sub Committee and NNSA (SRFO and NA-262) agreement, DPM ensures DRAFT policy is properly formatted then proceeds to route to IMT and DOE-SR simultaneously for review/comment/concurrence.

5.2.7 A matrix of implementing procedures for approved Site-Wide Policies can be located at <http://pluto.srs.gov/doesrdoc/doesrdoc.htm>.

### **5.3 CONCURRENCE AND APPROVAL OF DOE-SR DIRECTIVES**

5.3.1 The Author/SME, upon completion of the DRAFT directive (development or revision), obtains PDO concurrence and forwards to DPM for AM/OD concurrence and approval processing.

**NOTE:** Author/SME is encouraged to seek an informal review from cross-cutting line organizations in preparing draft (development or revision) directive; however, official concurrence from AMs/ODs will come through DPM as stated in Section 5.3.3.

**Title: Directives Program**

5.3.2 The DPM ensures DRAFT directive is properly formatted/grammatically correct and prepares a Staff Summary Sheet (SSS). (Attachment D) The SSS should include the listed personnel in the following order:

- A. DPM (Administrative and Format Review);
- B. Name and organization of person developing/revising directive;
- C. PDO with responsibility for developing/revising directive (Concur);
- D. All AMs/ODs (to include SRFO and NA-262 Managers) (Concur);
- E. Deputy Manager, DOE-SR, (Concur);
- F. Manager, DOE-SR, (Approve); and
- G. DPM, OSQA-PAD (Distribution).

**NOTE:** Generally, DOE-SR directives do not require a classification review; however, it is the Author/SME's responsibility to refer any questionable cases to an Authorized Derivative Classifier for review. The review should include verification the directive is technically and administratively accurate (i.e., the instructions and information should be correct; references should be correctly identified; adequate instructions should be present to guide the user; and responsibilities have been properly assigned).

5.3.3 On behalf of the Author/SME, the DPM electronically distributes the DRAFT directive to all DOE-SR AM/ODs, SRFO and NA-262 Managers for review and concurrence with a due date of ten working days from the date of the email.

**NOTE:** If a directive is being routed for minor administrative issues/concerns ONLY, the review/comment/concurrence phase can be abbreviated to five working days. Upon request, a directive can be routed (URGENT reviews ONLY) for an expedited review of three working days. These are all on a case by case basis.

5.3.4 Reviewers provide applicable comments on the DRAFT directive to the Author/SME and DPM along with their concurrence or non-concurrence.

5.3.5 The DPM coordinates concurrences and comments; however, it is the Author/SME's responsibility for developing resolution on any technical comments received on the DRAFT directive. The Author/SME is required to prepare a Comment Resolution Matrix (Attachment D) which identifies all comments received and the disposition of those comments. At the Author/SME's discretion, the revised DRAFT directive along with the completed Comment Resolution Matrix may be retransmitted for another review.

5.3.6 When all comments have been addressed and all concurrences have been obtained, the DPM prepares the final package and forwards to the Manager, DOE-SR, for approval/signature.

**NOTE:** If comments have not been dispositioned within six months of directive initially being routed for review/comment/concurrence, the directive must be rerouted for another review prior to being forwarded to the manager's office for approval/signature.

**Title: Directives Program**

5.3.7 After the Manager, DOE-SR, approves and signs the directive, the DPM develops an IT and Equipment Services Request which is submitted through IBMS to have the directive published, then updates DMS, and issues an employee communication.

**5.4 CANCELLATION OF DOE-SR DIRECTIVES**

5.4.1 When an Author/SME determines a directive should be cancelled, an SR Form 310, "Request for Directive Action (RDA)", Part 1, (Attachment B) must be completed and forwarded to the PDO for approval.

5.4.2 The PDO evaluates the request for cancellation.

A. If compliance with HQ directive requirements will be degraded or for any other reason the PDO deems it necessary to maintain the current directive, the PDO informs requester and no further action is taken.

B. If compliance with HQ directive requirements will NOT be degraded and PDO deems it appropriate to cancel the directive, the PDO will complete the SR Form 310, "Request for Directive Action (RDA)", Part 1, (Attachment C) and informs requester of the approval to cancel directive.

5.4.3 The DPM ensures the following when processing a cancelled directive:

A. Directives Webpage is updated with removal of cancelled directive;

B. DOE-SR personnel are notified of cancelled directive; and

C. Cancelled directive information is entered into the DMS.

**5.5 REVIEW OF DOE-SR DIRECTIVES**

5.5.1 The PDO performs an assessment of directive in which s/he has primary responsibility. The PDO reviews the directive for technical accuracy, consistency with current DOE-SR and HQ directives and current activities; determines if directive is still necessary by verifying compliance with applicable DOE-HQ directives; notifies the DPM on an SR Form 310, "Request for Directive Action" (Attachment B) documenting the date when the review was completed and actions resulting from that review.

5.5.2 A review must be accomplished within two years of an **initial** issuance of a DOE-SR directive. Subsequent reviews must be performed every four years from the last revision **unless** significant content changes have occurred, i.e., driving directive(s) change, PDO changes, organizational changes, etc. If this is the case, the DOE-SR directive should be revised within 6-12 months after the change.

**NOTE:** The Author/SME ensures the revised directive is forwarded to the DPM **60 days** prior to the due date to allow for routing, reviewing, and comment disposition, if required.

**Title: Directives Program**

- 5.5.3 The PDO ensures the Author/SME has both performed a requirements flow-down review and documented those results in the electronic assessment reporting program.

**5.6 REPORTING OF DOE-SR DIRECTIVES**

5.6.1 The DPM issues, to the SMT and SMTx, a quarterly status report, which depicts current, upcoming, and delinquent directives.

5.6.2 Authors/SMEs are required to provide status updates to the DPM, quarterly, on their applicable procedures.

**NOTE:** Communication on the status of directives from Author/SME to DPM can result in an “**Overdue, on revised schedule**” on the quarterly status report, however, any directive over four years old, regardless of communications, will be listed as “**Overdue**” until a DRAFT has been provided to the DPM.

**5.7 UNSPECIFIED FREQUENCY OF REQUIREMENTS**

When a DOE-HQ Directive has a requirement that the DOE-SR Field Office will assess a topic on an unspecified periodicity, the periodicity will be based off of the assessment results. Areas with good performance may be assessed less frequently than the areas with poor performance, in accordance with DOE O 226.1B “Implementation of Department of Energy Oversight Policy.” For such Directives, the DOE-SR SRIP must contain the following guidance:

**“PERIODICITY GUIDANCE:** *<Insert Directive reference> requires periodic reviews of <insert description>. Per <insert most recent revision of DOE O 226.1>, areas with poor performance may be assessed more frequently than areas which perform well. When a compliance document requires that the DOE-SR Field Office conduct an assessment on a "periodic" but unspecified basis, the DOE-SR Field Office will conduct the initial assessment at a periodicity of once per three years, and as part of each assessment, the assessor will recommend adjustment of the frequency for the next assessment based upon the results of the current assessment. Alternatively, the assessor may also shift the periodicity of the DOE-HQ Directive-driven assessment based upon review of an objective, representative collection of lower-tier assessments on that topic area. The assessment must contain the following note:*

**NOTE:** *In accordance with <insert exact requirement with full title of the document>, DOE-SR must <insert a concise description>. The assessor has found this topical area to be <insert brief and clear descriptor of assessment conclusion and justification of the periodicity>. Therefore, the assessor recommends that the frequency for this assessment <remain the same, increase to once per x years, or be decreased to once per x years>. The next assessment for this topic will be in <insert month and year> and will be led by <responsible organization>.”*

**Title: Directives Program**

**Example:**

In accordance with DOE O 420.1B, Ch. III, 3.a.(4)(d), the Criticality Safety Programs must include periodic reviews of operations and conditions. The assessor has found that this topical area is excellent; reviews were done thoroughly and were very well documented. Therefore, the assessor recommends that the frequency for this assessment decrease to once per three years. The next assessment for this topic will be in May 2020 and will be led by AMNMSP.

This approach to "periodic" assessments must not be used in place of an exemption request, and may not be used to grant a periodicity greater than five years.

**6.0 RECORDS**

**6.1 RECORDS CONTROL**

Records generated by this directive will be controlled and maintained according to requirements established in SRIP 200, Chapter 243.1, "Records Management Program."

**6.2 RECORDS GENERATED**

Approved DOE-SR Directives (including history file information, i.e., Staff Summary Sheets, SR 310s, Comment Resolution Matrixes, etc.).

**Title: Directives Program**

**ATTACHMENT A  
 DIRECTIVES CRITERIA CHECKLIST**

<b>Criteria</b>	<b>Result</b>
Will development or revision of DOE-SR directive describe philosophy and/or fundamental values to be utilized by DOE-SR, and in some cases contractor, personnel?	<input type="checkbox"/> If no, review other directive criteria. <input type="checkbox"/> If yes, develop an SRP in accordance with this chapter.
Will development or revision of DOE-SR directive describe the step-by-step process to be utilized by DOE-SR personnel in the performance of daily activities?	<input type="checkbox"/> If no, review other directive criteria. <input type="checkbox"/> If yes, develop a SRIP in accordance with this chapter.
Will development or revision of DOE-SR directive describe immediate or short-term process to be utilized by DOE-SR personnel in performance of daily activities? ( <b>NOTE:</b> SRN is valid for one year)	<input type="checkbox"/> If no, review other directive criteria. <input type="checkbox"/> If yes, develop an SRN in accordance with this chapter.
Will development or revision of DOE-SR directive supplement an established HQ or DOE-SR directive by providing more instructions on how requirements are to be carried out by DOE-SR, and in some cases contractor, personnel?	<input type="checkbox"/> If no, review other directive criteria. <input type="checkbox"/> If yes, develop an SRM in accordance with this chapter.

**NOTE:** Criteria for site-wide policies is defined as any requirement and/or content which impacts **ALL** site tenants, i.e., “Prohibition of Using Hand-Held Electronic Devices while Driving.” Once a policy has been determined to be a *site-wide* policy, it will be converted to a Chapter and included in the SRSPM.

**Title: Directives Program**

**ATTACHMENT B**  
**SR FORM 310, "REQUEST FOR DIRECTIVE ACTION"**

**This form can be located at (cut and paste link below):**  
**<http://shforms.srs.gov/forms/doe/sr/sr310.pdf>**

**Title: Directives Program**

**ATTACHMENT C  
 SAMPLE STAFF SUMMARY SHEET**

Date(s) Rec'd in MGR Ofc:
Date(s) Ret'd from MGR Ofc:

**STAFF SUMMARY SHEET**  
 Department of Energy (DOE)  
 Savannah River Operations Office (SR)

<b>AM/OD (Re)concurrence Review:</b>	
Name:	Date:
ASA Initial/date: _____	
ASA Re-check:	

Office	Action	Signature	Date	Office	Action	Signature	Date
DPM	Review	T. Williamson		OEA	Concur	J. Giusti	
Originator OAM	Signature	Stephenson		OHCM	Concur	H. Taylor	
AMIES	Concur	A. Adams		OIP	Concur	J. Lopez	
AMMS	Concur	D. Hintze		OSSES	Concur	Bartholomew	
AMNMSP	Concur	P. Mcguire		OSQA	Concur	B. Mills	
AMOCSQAM	Concur	S. Waisley		SWPFPO	Concur	P. Marks	
AMWDP	Concur	J. Folk		NNSA	Concur	D. Dearolph	
CFO	Concur	D. Hintze		NA-262	Concur	B. Clark	
OAM	Concur	C. Armstrong		Acting DM	Concur	T. Spears	
OCC	Concur	L. Knowles		MGR	Sign	D. Moody	
OCR	Concur	C. Camara		OSQA/PAD	Distribute	T. Williamson	

**Subject:** SRP 13-01, "DOE-SR Furniture Policy"

**Originator (phone#):** S. Stephenson, 2-9298/C. Goodman, 2-8492/T. Williamson, 2-7336

**MGR#:** N/A

**ECAT #:** N/A

**CIN #:** N/A

**Due Date:** 8-16-13

**Issue:** The policy was due for a biennial review and makes minor changes to the policy.

**Summary:** This policy communicates the furniture policy and requirements standard for DOE-SR.

**Recommendation:** Request Manager sign revised policy.

**Resolution of Nonconcurrences** (If any): If an Office nonconcur, "Nonconcur" is to be written in the Action block and the basis for the nonconcurrency is to be provided by separate memo. The SSS is to be returned to the Originator by the nonconcurring office. The Originator will then either resolve the nonconcurrency or revise the SSS to explain why the action should proceed. The Originator will then forward the document to the next office with the nonconcurrency attached. If the Originator elects to proceed in spite of the nonconcurrency, a copy of the revised SSS is to be provided to the nonconcurring office. This document and any nonconcurrences are to be retained as part of the official file.

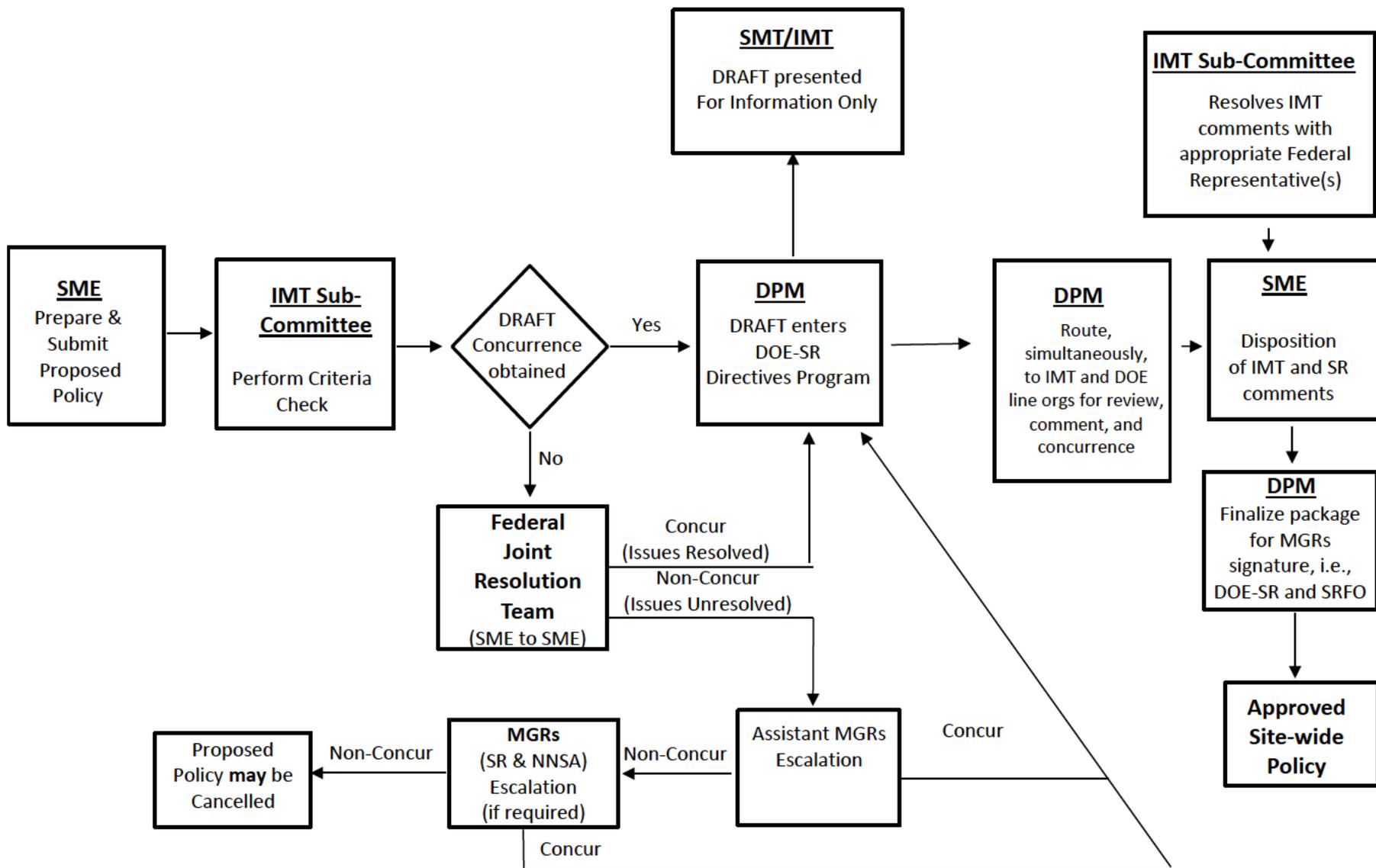
**Title: Directives Program**

**ATTACHMENT D  
SAMPLE COMMENT RESOLUTION MATRIX  
SRP 13-01, "DOE-SR FURNITURE POLICY"**

<b>Org</b>	<b>Comment</b>	<b>Notes</b>	<b>Disposition</b>
OCR	Employees should not be asked to provide medical documentation for requests for ergonomic furniture or for any type of office equipment/furnishing needed. If an employee has a need for any type of office furnishing or equipment based on a medical need, the supervisor should be the only person requesting information (i.e., within the parameters of Reasonable Accommodations), and who is the person who can make the determination for the need. Requesting medical information is protected under Title VII. Any medical documentation would be kept with the supervisor, or the reasonable accommodation processing - only. The Agency could potentially be at risk directing individuals to provide medical information outside these parameters.	Paragraph reworded. Approved requests still must route through OSQA for final FEOSH disposition, therefore the note was added.	Changed
AMIES	<ul style="list-style-type: none"> <li>• Bullet Two: Change "In addition to the standard issue team leaders are authorized one table and chairs if required by their director" to "In addition to the standard issue, team leaders are allowed one table and chairs if authorized by their director"</li> <li>• Bullet Three: Change ":All furniture will be of a similar style in order to promote interchanging capabilities amount senior management and their office space requirements" to "All furniture will be of a similar finish and style to maximize interchangeability among authorized users"</li> </ul>	<p>Agreed</p> <p>Agreed</p>	<p>Changed</p> <p>Changed</p>
OSQA	<ul style="list-style-type: none"> <li>• Include NOTE that states approved requests will route to OSQA for final FEOSH disposition.</li> </ul>	Agreed	Note included

**Title: Directives Program**

**ATTACHMENT E  
 SITE-WIDE POLICY PROCESS FLOWCHART**



**Title: Directives Program**

**ATTACHMENT F**  
**SAVANNAH RIVER IMPLEMENTING PROCEDURE (SRIP)**

Page 1 of 4

**1.0 SRIP FORMAT INSTRUCTIONS**

**1.1 PAGE, STYLE, AND FONT (MANDATORY):** Each page of SRIP is numbered in upper right hand corner to show "Page \_ of \_". Desired font when developing or revising a directive is Times New Roman, 12 point and document should be fully justified.

**1.2 FORMAT (MANDATORY):** Following sections are mandatory for SRIPs:

- Purpose and Scope
- References
- Acronyms and Definitions
- Requirements
- Records

**1.3 COVER SHEET (MANDATORY):** Following information is mandatory on all SRIP chapter cover sheets:

- SRIP Number, Chapter, and Revision (upper right hand corner)
- Title (center of page)
- Author/SME Name
- Approval Signature (Manager, DOE-SR)
- Effective Date
- Primary Division Office

**1.4 CHANGE SUMMARY LOG (MANDATORY):** Change Summary Log lists a brief and concise description of changes to SRIP:

**Example:**

This revision cancels all previous revisions and incorporates the following:

- References; and
- Organizational changes.

**NOTE:** The Change Summary Log will always be page 2 of a directive.

**1.5 TABLE OF CONTENTS (MANDATORY):** Table of Contents is a separate page following Change Summary Log. Center words "**TABLE OF CONTENTS**" in **BOLD UPPERCASE LETTERS** at top of the page. List each section heading exactly as it appears in SRIP. In right margin, identify number of first page on which heading or title appears.

**Title: Directives Program**

**ATTACHMENT F, CONT'D**

Page 2 of 4

**2.0 PURPOSE AND SCOPE (MANDATORY):** Directive title should be placed at top of the page before **PURPOSE AND SCOPE** section. This section is always numbered **1.0** and is broken into two sub-sections: **1.1** is **PURPOSE** and **1.2** is **SCOPE**.

2.1.1 **PURPOSE** states, in general terms, why directive was written. Avoid purpose statements that repeat title and headings of Table of Contents.

2.1.2 **SCOPE:**

A. Should state, in general terms, what the directive covers and to whom requirements are applicable. It may also be used to identify activities that are not covered by the directive or to clarify range of activities to be controlled by directive.

B. Should read: This directive applies to all DOE-SR Federal employees. National Nuclear Security Administration - Savannah River Site, consisting of Savannah River Field Office (SRFO) and Site Engineering and Project Integration Division (NA-262), SRS, may elect to adopt this directive for conduct of their business.

**3.0 REFERENCES (MANDATORY):** References are defined as driving documents used as sources of information or any document that could be used in conjunction with directive. List only those that contain requirements to be implemented by directive or those that are directly referenced in directive.

**4.0 ATTACHMENTS (OPTIONAL)**

4.1.1 Attachments are optional; however, when used they should provide information critical to correct performance of SRIP.

4.1.2 Identify each attachment with the word "**ATTACHMENT**" in **BOLD CAPITAL LETTERS** along with a capital letter issued according to the order in which Attachment is referenced in body of directive. Underneath, list title of Attachment.

4.1.3 On consecutive pages, do not repeat title; only letter, e.g. "**ATTACHMENT X, CONT'D**".

4.1.4 List each attachment as a second level heading in the following format. Number Attachment pages sequentially as part of directive (see Example below):

**ATTACHMENTS**

<b><u>Attachment</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
A	DOE-SR Document Numbering System	5

**Title: Directives Program**

**ATTACHMENT F, CONT'D**

Page 3 of 4

**5.0 ACRONYMS AND DEFINITIONS**

5.1 **ACRONYMS (MANDATORY):** Acronyms are made from first letter (or letters) of a string of words, but are pronounced as if they were words themselves. When an acronym is provided in acronym list, give acronym followed by full title or name spelled out. When an acronym is used in text of a directive for the first time, full title or name should be spelled out.

5.2 **DEFINITIONS (MANDATORY):** Provide those definitions not likely to be familiar to intended users. Definitions should be listed alphabetically, numbered sequentially; first letter of each word capitalized, bolded, underlined; and if specified in acronym list, spell out for definition.

6.0 **GENERAL (OPTIONAL):** Section used for information necessary for performance or understanding of the directive. No specific location in directive for this section.

7.0 **RESPONSIBILITIES (OPTIONAL):** Section used for the identification of accountability by individuals or entities.

8.0 **GUIDELINES (OPTIONAL):** Section used for supplemental direction or guidance.

9.0 **REQUIREMENTS (MANDATORY):** Provide adequate detail in this section to ensure correct and consistent performance. Use second-level heading (2.1) to name overall process. If complexity of process warrants subdivision, group closely related activities under two or more second-level headings (2.1, 2.2, etc.). Within these major subdivisions, identify what actions are to be performed, who is to perform them, and when they are to be performed. Follow normal order in which activities are to be performed.

10.0 **PROCESS - ACTION STEPS AND SUB-STEPS (MANDATORY):** Action steps are numbered at third level (2.1.1, 2.1.2, etc.). Each one prescribes a distinct activity. Action sub-steps provide further detail on how to complete activity begun in an action step. They are not numbered and follow in same paragraph as action step they complete. When a new activity begins, a numbered action step is used even if performer is same as in previous action step.

**NOTE:** Identification of step-by-step procedure to be followed in order to meet requirements, i.e., process description.

11.0 **STYLE (MANDATORY):** Bold and underline all first-level headings. Bold all second-level headings. Desired font when developing or revising a directive is Times New Roman, 12 point with the exception of **NOTES** which are set at 11 points.

**Title: Directives Program**

**ATTACHMENT F, CONT'D**

Page 4 of 4

**12.0 RECORDS (MANDATORY):** If documents are generated by a SRIP, use format below:

**Example:**  
**RECORDS**

**RECORDS CONTROL**

Records generated by this directive will be controlled and maintained according to requirements established in SRIP 200, Chapter 243.1, "Records Management Program."

**NOTE:** OK to reference personnel record keeping specifics.

**RECORDS GENERATED**

There are no records generated by this chapter; or  
X.X.X List records

**13.0 INDENTATION (MANDATORY):** Place numbers for first- and second-level headings and for action steps in left margin. Start headings, action steps, action sub-steps, lists, and **NOTES** approximately 1/2 inch to right of left margin.

**14.0 USING NOTES (OPTIONAL):** **NOTES** are used to call attention to important information. Place **NOTE** immediately after step. Bold and uppercase the word "**NOTE:**" and place it followed by a colon one inch from left margin. Skip lines before and after **NOTES**. If more than one note is used, sequentially number each note.

**15.0 USING LISTS (OPTIONAL):**

15.1 Lists help a reader distinguish and remember three or more related items. Lists can emphasize key points, clarify long sentences, and organize complex information. However, lists take up space; therefore, they should be used sparingly to emphasize items critical to the performance of the directive.

15.2 A list has two main parts. The stem and the items listed under the stem. The stem is made up of the words that introduce the items. Each item in the list should make a sentence when read with the stem. Items in each list are expressed similarly (grammatically parallel) so they are more easily read and remembered. Announce each list with a colon at end of stem. Do not use periods at end of an item unless items being listed are whole sentences.

15.3 Use sequential capital letters followed by a period to identify items in a list:

**Title: Directives Program**

## **ATTACHMENT G SAVANNAH RIVER MANUAL (SRM)**

### **1.0 SRM FORMAT INSTRUCTIONS**

1.1 **Page, Style, and Font (MANDATORY):** First page of an SRM is not numbered. Each consecutive page is numbered in upper right hand corner to show "Page \_ of\_\_". Desired font when developing or revising a manual is Times New Roman, 12 point and document should be fully justified.

1.2 **Format (MANDATORY):** Following sections are mandatory for SRMs:

- Purpose and Scope
- References
- Acronyms and Definitions
- Requirements
- Records

1.3 **Cover Sheet (MANDATORY):** Following information is mandatory on SRM cover sheets:

- SRM number and letter revision (upper right hand corner)
- Title (center of page)
- Author/SME Name
- Approval Signature (Manager, DOE-SR)
- Effective Date
- Primary Division Office

1.4 **Change Summary Log (MANDATORY):** Change Summary Log lists a brief and concise description of significant changes (page 2) to manual:

1.5 **Table of Contents (MANDATORY):** Table of Contents is a separate page following Change Summary Log. Center words "**TABLE OF CONTENTS**" in **BOLD UPPERCASE LETTERS** at top of page. List each section heading exactly as it appears in manual. In right margin, identify number of first page on which heading or title appears.

1.6 **Distribution:** DPM performs controlled distribution of SRM and places SRM on Directives Webpage for use by DOE-SR personnel.

**NOTE:** SRMs can assign contractor(s) action or responsibility.

**Title: Directives Program**

**ATTACHMENT H  
SAVANNAH RIVER NOTICE (SRN)**

**1.0 SRN FORMAT INSTRUCTIONS**

- 1.1 **Page, Style, and Font (MANDATORY):** First page of an SRN is not numbered. When an SRN has multiple pages, each page is numbered consecutively in upper right hand corner of each page. DPM will number Notice after it has been approved and signed by Manager, DOE-SR. Desired font when developing or revising a notice is Times New Roman, 12 point and document should be fully justified.
- 1.2 **Notice Number (MANDATORY):** Uniquely identifies the Notice. SRN number consists of "SRN" followed by a two-digit fiscal year number and a two-digit sequential number, e.g., SRN 07-01, which is assigned by DPM.
- 1.3 **Effective Date (MANDATORY):** Identifies date SRN becomes effective. (Typically date Manager, DOE-SR signs).
- 1.4 **Expiration Date (MANDATORY):** Identifies date SRN will expire. (one year from effective date).
- 1.5 **Subject (MANDATORY):** Title is depicted along with a more detailed description of Notice.
- 1.6 **Approval Signature (MANDATORY):** Manager, DOE-SR, signs SRN.
- 1.7 **Primary Division Office (PDO) (MANDATORY):** Identifies PDO that initiated and is responsible for SRN.
- 1.8 **Distribution:** DPM performs controlled distribution of SRN and places Notice on Directives Webpage for use by DOE-SR personnel.

**NOTE:** SRNs cannot assign contractor(s) action or responsibility.

**Title: Directives Program**

**ATTACHMENT I  
SAVANNAH RIVER POLICY (SRP)**

**1.0 SRP FORMAT INSTRUCTIONS**

- 1.1 **Page, Style, and Font (MANDATORY):** Format additional pages using same header as first page without signature block. An SRP of multiple pages includes "Page\_\_of\_\_" in upper right corner of Title block of each page. DPM will number Policy after it has been approved and signed by Manager, DOE-SR. Desired font when developing or revising a policy is Times New Roman, 12 point and document should be fully justified.
- 1.2 **Policy Number (MANDATORY):** Uniquely identifies the Policy. SRP number consists of "SRP" followed by a two-digit fiscal year number and a two-digit sequential number, e.g., SRP 13-01, which is assigned by DPM.
- 1.3 **Effective Date (MANDATORY):** Identifies the date the SRP becomes effective (Typically the date the Manager, DOE-SR, signs).
- 1.4 **Approval Signature (MANDATORY):** Manager, DOE-SR, signs SRP.
- 1.5 **Title (MANDATORY):** Use same title as governing directive, when applicable.
- 1.6 **Objective (MANDATORY):** Identifies intended purpose of SRP.
- 1.7 **Directive (MANDATORY):** States complete policy and identifies any instructions, references, rules, etc., to be adhered to by affected site personnel to accomplish the objective.

**NOTE:** Any policy identified as a site-wide policy will route for review and comment to the IMT. The IMO will consolidate these comments and forward to the Author/SME, through the PDO, for consideration/disposition.

- 1.8 **Primary Division Office (PDO) (MANDATORY):** Identifies PDO that initiated and is responsible for SRP.
- 1.9 **Distribution:** DPM performs controlled distribution of SRP and ensures Policy is placed on Directives Webpage for use by DOE-SR personnel.

**NOTE:** SRPs can assign contractor(s) action or responsibility.

**Title: Directives Program**

**ATTACHMENT J**  
**SAVANNAH RIVER SITE POLICY MANUAL (SRSPM)**

**1.0 SRSPM FORMAT INSTRUCTIONS**

- 1.1 **Page, Style, and Font (MANDATORY):** Format additional pages using same header as first page without signature block. An SRP of multiple pages includes "Page\_\_of\_\_" in upper right corner of Title block of each page. DPM will number Policy after it has been approved and signed by Manager, DOE-SR. Desired font when developing or revising a chapter in the SRSPM is Times New Roman, 12 point and document should be fully justified.
- 1.2 **Cover Sheet (MANDATORY):** Following information is mandatory on SRSPM cover sheet:
- SRSPM number and letter revision (upper right hand corner)
  - Title (center of page)
  - Approval Signature (Manager, DOE-SR)
  - Effective Date
- 1.3 **Change Summary Log (MANDATORY):** Change Summary Log lists a brief and concise description of significant changes to SRSPM.
- 1.4 **Table of Contents (MANDATORY):** Table of Contents is a separate page following Change Summary Log. Center words "**TABLE OF CONTENTS**" in **BOLD UPPERCASE LETTERS** at top of page. List each section heading exactly as it appears in manual. In right margin, identify number of first page on which heading or title appears.
- 1.5 **Primary Division Office (PDO) (MANDATORY):** Each chapter will have a PDO identified.

**NOTE:** The SRSPM applies to all federal employees, all site contractors and subcontractors, and other state/federal agencies and site tenants. See Section 5.2 for more detailed information when requesting a site-wide policy.