

Summary of Changes

to

Procedure 251.1 Supplemental Directives Management System

Revised Version Issued as P 251.1d of 8/11/08

LM Procedure 251.1, Supplemental Directives Management System, of 8/21/09, has undergone revisions. The changes include the Director of LM delegating authority to the Office Directors, over the Policy subject, to make and authorize minor changes on behalf of the Director. Original Policies and Procedures requiring major changes will continue being signed by the Director. Original Procedures and Procedures requiring major changes will go through LM Management for review. Minor changes will be signed by the responsible Office Director. **A watermark was added to each policy and procedure document.** Please replace LM Procedure 251.1d with LM Procedure 251.1e.

- Purpose was modified to reflect Environmental Management System (EMS) Corrective Action on Document Control.
- Cancellation was modified.
- Definition 4f. was added.
- Responsibilities 6b (1) was modified.
- Responsibilities 6b (2) was deleted.
- Responsibilities 6d was changed from 6e.
- Responsibilities 6e (5) was changed from 6f.
- Document Control 8c was added.
- Procedure 9a (2) was modified.
- Procedure 9b (5) was modified.
- Procedure 9c added authority for Office Director to sign a minor Policy change on behalf of the LM Director and minor Procedure changes.
- Procedure 9c (4) was modified.
- Procedure 9e (10) was modified.
- Approval signature was modified to reflect new Director of Office of Business.
- Attachment 5 was modified to reflect new address on form.

U.S. Department of Energy Office of Legacy Management



Procedure: 251.1e

Effective: 11/30/09

SUBJECT: SUPPLEMENTAL DIRECTIVES MANAGEMENT SYSTEM

1. **PURPOSE.** This Procedure establishes the required layout and process for publishing policies, procedures, and notices. **To adhere to the Environmental Management System (EMS) Corrective Action on Document Control, a watermark was designed and added to each policy and procedure.**
2. **CANCELLATION.** Procedure 251.1d, "Supplemental Directives Management System," dated 8/11/09.
3. **REFERENCES.**
 - DOE Order 251.1, Departmental Directives Program.
<http://www.directives.doe.gov>
 - U.S. Government Printing Office Style Manual
(<http://www.gpoaccess.gov/stylemanual/browse.html>)
 - DOE M 251.1-1, Directives System Manual
(<http://www.directives.doe.gov>)
4. **DEFINITIONS.**
 - a. **Office Director** -- The LM Office Director assigned responsibility for initiation of an LM directive.
 - b. **Directives** -- Directives consist of Orders, Notices, and Procedures that have one or more of the following purposes:

INITIATED BY: Business and Resource Management
NO. OF PAGES/ATTACHMENTS: 9 pages, 5 attachments

- (1) Establish or change administrative policies and procedures.
 - (2) Provide information essential to the administration and operation of LM.
 - (3) Define requirements that must be met for conformance to DOE directives.
- c. Directives Manager – Individual assigned the duties of coordinating, reviewing, and processing all LM policies and procedures.
 - d. Guide -- Non-mandatory, supplemental information about acceptable methods for implementing requirements, including lessons learned, suggested practices, instructions, and suggested performance measures. Guides may identify acceptable ways to implement requirements by referencing appropriate technical standards, but they shall not impose additional requirements.
 - e. Manual -- Identifies procedural requirements for LM employees and intended requirements for contractors that may supplement other directives and provide more instruction about how the provisions of those directives shall be carried out.
 - f. Minor Changes – Constitutes changes in references, editorial comments, and formatting. Minor changes would not effect how LM executed the DOE Order. Any change altering the subject matter or LM’s position on the given subject would require the Director’s signature.
 - g. Notices -- Like Orders, establish management objectives and requirements, and assign responsibilities for Federal employees and intended requirements for contractors. Notices are also used to communicate general information throughout the Office. However, Notices are issued for immediate or short-term use and expire no later than 1 year from issuance. Where appropriate, an extension is granted through the issuance of an additional Notice or the requirements may be incorporated into a revised Order.
 - h. Office of Primary Interest -- Office with the main interest in the subject or primary responsibility for the subject being defined.
 - i. Orders -- Establish management objectives, requirements, and assignment of responsibilities for LM employees; they also establish intended requirements for contractors.
 - j. Policy -- Describe the philosophies and fundamental values of the Office. Other documents in the Directives System flow from Policies and must be consistent with them. Because Policies are general in nature, they may require more specific requirements established in Regulations, Orders, Notices, and Manuals.
 - k. Procedures -- Describes a process (a sequence of actions) to be performed to achieve a defined outcome (i.e., a statement, description, or instruction for how work is to be accomplished).
 - l. RevCom -- Internet-based directive submission and comment system for DOE directives.

- m. RevCom Coordinator -- Individual assigned the duties of processing all DOE directives.
- n. Subject Matter Expert (SME) -- SME, the person assigned the responsibility for maintaining the directives assigned to him or her.

5. QUALITY CONTROL.

- a. LM Policies and Procedures will be reviewed each year for the first 2 years after initial implementation and once every 2 years thereafter to ensure that they are up-to-date with current requirements.
- b. The responsible Office Director will assign a SME to each directive to be responsible for maintaining that directive.
- c. Any update to a directive will require a revision to the directive. The change will be noted on a Summary of Changes page at the beginning of the revised directive.
- d. Directives will remain in effect according to DOE M 251.1.

6. RESPONSIBILITIES.

- a. The Contracting Officer shall:
 - (1) Define applicable DOE and LM directives in procurement instruments.
 - (2) Provide guidance to contractors and financial assistance recipients on compliance with DOE and LM directives.
- b. The Directives Manager shall:
 - (1) Receive draft DOE directives, provide them to the appropriate LM subject matter experts for response. SME will submit any comments in the RevCom system and provide a copy to the Directives Manager. Directives Manager will maintain a record of all the responses.
 - (2) Oversee the general operation of the Directives System, review directives for uniformity, collect Office Director approvals, and post the directives publicly for Legacy Management usage.
- c. The Director, Office of Business Operations shall:
 - (1) Ensure that the LM Directives System is implemented through appropriate plans and procedures.
 - (2) Appoint the LM Directives Manager.
- d. The LM Director shall approve all original LM Orders and Notices and their cancellation.

- e. The Office Director shall:
- (1) Implement DOE and LM directives as required by the organization.
 - (2) Concur on review comments to draft DOE directives from SMEs.
 - (3) Recommend if an Order/Notice under their cognizance may be cancelled and submit a cancellation request to the LM Director.
 - (4) Approve and cancel new Procedures for their areas of responsibility. When Procedures are being reviewed either annually or biannually, OD's may sign the review without all managers reviewing if the changes are minor. If the changes are substantial (changing the process) then the Procedure must go through an all managers review.
 - (5) Revise and sign Policies with minor changes on behalf of the LM Director.
- f. The Subject Matter Expert is one designated within their organization as an expert on a given subject. They write, review, and/or comment on draft DOE directives and resolve comments from reviewers to be incorporated into the draft directive.
- g. Team Leader is to review and approve all policies and procedures before submission to the Directives Manager.

7. TRAINING REQUIREMENTS. Those involved in the directive process shall be made aware of the existence of this Procedure via the Intranet and be informed of the requirement to follow this Procedure as changes occur.

8. DOCUMENT CONTROL.

- a. LM directives will comply with formats and content as established by the Directives Manager.
- b. LM directives will reference DOE directives and other requirements as appropriate. They should not iterate nor summarize information contained in the DOE directives and other requirements, but rather they should enhance or add supplemental information as it pertains to LM.
- c. The directives on the Intranet will be the official LM version. When LM policies and procedures are printed, a watermark appears on the document prior to being printed from the Intranet. Each hard copy directive when printed will appear with a watermark that reads, "The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hardcopies of this electronic version are considered uncontrolled documents."

- d. A complete set of signed LM directives will be maintained by the Directives Manager and stored in the electronic records storage system. Cancelled directives and previous versions are archived to the Records Management Center.
- e. Revisions to directives shall be indicated by sequential letters (i.e., a, b, c.....).

9. PROCEDURE.

a. Reviewing a DOE Directive

- (1) The Directives Manager receives draft DOE directives for comment through the DOE Directives Notification System via e-mail.
- (2) The Directives Manager sends the DOE directive to the appropriate SME for review and comment **within 2 days of receiving the directives**. If it is unclear who the SME is for a particular DOE directive, the Director, Office of Business Operations shall make the determination.
- (3) The SME ensures that the directive is appropriate for LM's operations and they should influence how the directive is written and implemented. Failure to comment on a directive surrenders the right of the organization to have input on the directive. Responses should be carefully crafted to explain any objections to the draft directive.
- (4) The SME reviews the DOE directive and drafts a response to the draft directive that includes the impact on LM and any objections the SME has about the directive. If there are serious objections to any portion of the directive, the SME should develop a suggested revision to that portion of the directive and include this with the response in the RevCom System. If there is no impact on LM, the response to the responsible Office Director shall state this with a copy to the Directives Manager.
- (5) When the DOE directive has been approved, the Directives Manager receives notification of the approval through the DOE Directives Notification System via e-mail from the RevCom Coordinator.

All applicable DOE Orders must have a corresponding LM Order that states that LM acknowledges that the DOE Order is applicable and assigns organization responsibility and general requirements for the implementation of the DOE Order. If the requirements and procedure within the DOE Order is sufficient for implementation, then an "adoption Order" may be used which is an LM Order which accepts the requirements of the DOE Order and assigns implementation to an LM organization element. (See Attachment 1)

b. Creation of a Legacy Management Directive

- (1) LM directives shall be created according to formats provided in Attachments 2-4. Any employee may suggest that a directive be created by contacting the appropriate SME who shall make the determination as to the need for a directive and then shall create the directive. LM will follow the DOE directives regulations and standards definitions of Policies, Orders, Manuals, Notices, and Guides found at <http://www.directives.doe.gov/directives/writingDirective.html>.

Attachment 2, Example 1, shows the proper voice to be used when writing a directive.

Procedures will be used ahead of Manuals stating a step-by-step mechanism to accomplish a given activity. Manuals contain procedural requirements and procedures contain action steps for accomplishment of a specific activity. Should the procedure be too voluminous, then a Manual can be used as an attachment to the Procedure.

- (2) The SME submits an electronic draft directive to the Team Leader, along with Form LM F 251.1-2 (Attachment 5). The form will be used to monitor the review cycle after the procedure is implemented.
- (3) The Team Leader reviews the document for accuracy and appropriateness and forwards the document and LM F251.1-2 to the Directives Manager for further processing.
- (4) The Directives Manager reviews the draft for format and compliance and assigns a number using the DOE numbering system available on the DOE directives website (www.directives.doe.gov). If changes are needed, then the Directives Manager works with the Team Leader to resolve any issues.
- (5) **The Directive is sent to the LM Director, Office Directors, Team Leaders, and any other LM elements that may be significantly affected by the directive for concurrence within 10 working days.** If no comments are received by the Directives Manager, a non-response is considered approval. Any comments will be addressed by the Directive Manager and incorporated as appropriate.
- (6) If the proposed directive is an Order or Notice then the Directives Manager will forward it to the LM Director for approval. Otherwise, the final directive will be sent to the Office Director, responsible for the directive, for signature.
- (7) The signed directive is returned to the Directives Manager to date and coordinate distribution on the Intranet, as well as post a notice to the “Announcements” section on the Intranet. The announcement will include a short summary of the directive’s contents. The file will be stored in LM’s permanent records and in the electronic records storage system.

c. Reviewing and Revising an LM Order or Procedure

- (1) Orders and procedures must be periodically reviewed to ensure that they are up to date and still applicable. Orders and Procedures shall be reviewed once a year for the first 2 years and then once every 2 years thereafter. The review date is based on the most recent issue date of the directive.
- (2) The Directives Manager shall send the document to the SME at least 60 days prior to the required review date using LM Form 251.1-2, Directives Process.
- (3) The SME shall review the directive and indicate one of the following:
 - Periodic Review – no revisions needed.
 - Revisions are needed.
 - Cancel the Directive.
- (4) If major revisions are needed, they shall be sent with the completed form to the Directives Manager; route the directive for approval by the **LM Director, Office Directors, and Team Leaders**; post the revised directive to the Intranet once it is signed; and post a notice to the Announcements section of the Intranet publishing the revised directive and a short summary of the revisions. The file will be stored in LM's permanent records and in the electronic records storage system.
- (5) If minor changes are required, the Office Director responsible for the subject matter is authorized to sign without all managers reviewing the document.
- (6) If revisions are not needed, then the SME shall send the completed LM Form 251.1-2 to the Directives Manager for processing. The directive will not receive a new revision letter or revision date. However, the tracking system will indicate that the Directive has been reviewed and no revisions are needed. The date of the next revision shall be revised in the Tracking System, maintained on the Intranet by the Directives Manager.
- (7) If the directive is no longer needed, the SME shall indicate this on the form, obtain the appropriate signatures, and send the completed form to the Directives Manager who shall cancel the directive and have it removed from the Intranet.
- (8) Non-substantive revisions may be made to directives at the request of the subject matter expert or the Directives Manager. Examples of such changes include organizational title changes, minor changes to references, and corrections to grammar or spelling. The changes shall be made to the directive and the directive shall be posted to the Intranet through the Directives Manager after the responsible Office Director approval.

d. Canceling an LM Directive

- (1) Directives may be cancelled when there is no longer a need for the directive or the directive's requirements are combined with another directive.
- (2) LM Form 251.1-2, Directive Process (Attachment 5), shall be used to document the cancellation of a directive. The SME will complete this form and provide a reason for the need to cancel the subject directive. The SME will sign the form and send it to the Directives Manager who will then collect signatures from the responsible Office Director (and LM Director for Orders and Notices) for concurrence.
- (3) The Directives Manager shall remove the directive from the Intranet and archive it electronically and in hardcopy for future reference. The hardcopy shall be marked to indicate that it has been cancelled.
- (4) The Directives Manager may cancel any directives that are 6 months or more past their last review date after the SME and the responsible Office Director have been notified of the cancellation and given opportunity to update the directive.

e. Directive Formats

- (1) The formats for the directives can be found in the Policy and Procedure section of the Intranet.
 - (2) Directives will be prepared using Microsoft Word or a later version. Directives will be converted to Adobe Acrobat format (.pdf) before posting to the Intranet.
 - (3) The font used for Directives will be Times Roman, 12-point, except for the fonts used in the titles, numbers, and dates.
 - (4) The outline levels will be:
 1. FIRST LEVEL
 - a. Second Level
 - (1) Third Level
 - (a) Fourth Level
 - Fifth Level
- (5) A summary sheet containing a description of changes that were made to revise directives shall be placed on the front of the directive.
- (6) The format for Orders, Notices, and Procedures shall follow the formats on the Procedures Section of the Intranet.

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hard copies of this electronic version are considered uncontrolled documents.

- (7) References, if available on the Intranet or Internet, will be hyperlinked to the reference.
- (8) The most recent version of the directives will not have the revision letter in the filename - this is so that hyperlinks will not have to be updated if it is referenced from other directives. Archived directives (obsolete) will have revision letters in the filename and the original document will have the word "FNL" at the beginning of the filename.
- (9) Footers will be used on the front page only showing the office of origination and page count along with number of attachments.
- (10) The headers on page 2 through the last page of the directive shall contain the directive type, directive number, and page number in the following format:

"LM Order 251.1E 2 of 2"
- (11) Attachments will be numbered in the upper right hand corner below the page number in the following format:

Attachment [Number]

f. Official Use Only Directives

- (1) Directives which have been declared for Official Use Only (OUO) are not for general distribution to employees and shall be marked per instructions from Safeguards and Security Officer. At a minimum, the following information shall be contained on the cover sheet of the directive:

<p>OFFICIAL USE ONLY</p> <p>May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: _____</p> <p>Department of Energy review required before public release</p> <p>Name/Org: _____ Date: _____</p>
--

- (2) The Directive shall not be posted to the Intranet, but the number, revision, and title shall be posted with the following underneath the title: (Official Use Only, Contact [SME], [SME Phone Number]).

Approved: Original signed by
Barbara McNeal Lloyd 11/30/09
Director
Office of Business Operations

Distribution: As required

U.S. Department of Energy Office of Legacy Management



POLICY: Leave Blank

Approved: Leave blank

SUBJECT: SAMPLE POLICY FORMAT

1. OBJECTIVE. To set forth the policy and requirements for budget execution and the control of funding.
2. CANCELLATION. None.
3. APPLICABILITY. This Policy replaces LM Policy 135.1, Budget Execution-Funds Distribution and Control, of 4/10/05.
4. REQUIREMENTS. The requirements can be found in the references listed in Section 7 of this Policy.
5. RESPONSIBILITIES. The Office of Budget shall be responsible for implementing the requirements contained in Section 7 of this Policy.
6. POLICY. It is the policy of LM to abide by the requirements contained in DOE Order 1351, Budget Execution-Funds Distribution and Control.
7. REFERENCES.
 - a. DOE Order 135.1, Budget Execution-Funds Distribution and Control.
 - b. DOE Manual 135.1-1, Budget Execution Manual.

INITIATED BY: [Name of Office]

NO. OF PAGES/ATTACHMENTS: [Number of Pages] pages, [Number of Attachments] attachments

8. DEFINITIONS. See the references in Section 7 of this Policy for needed definitions.

[Insert Director's Name]
Director
Office of Legacy Management

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator.
An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed
hard copies of this electronic version are considered uncontrolled documents.

U.S. Department of Energy Office of Legacy Management

ARIAL
18 pt
Bold



ARIAL
12 pt
Bold

POLICY: xxx.x

Approved: XX-XX-07

ARIAL
NARROW
12 pt Bold

TIMES NEW ROMAN
12 pt Bold ALL CAPS
12 pt (no bold)
12 pt, ALL CAPS, NO BOLD

SUBJECT: TITLE

Submit completed drafts to the Directives Manager via e-mail along with the completed LMF 251.1-2.

NOTE: The following information was taken from the DOE Orders

<http://www.directives.doe.gov/directives/templatePolicy.doc> site with changes applicable to LM.

PURPOSE (or PURPOSE AND SCOPE)

Policies are issued at the discretion of the Office of Legacy Management Director and describe the philosophies and fundamental values of the Office. Other documents in the Directives System, such as Orders, Notices, and Manuals, flow from Policies and must be consistent with them.

The Office of Primary Interest or Subject Matter Expert works with the Directives Manager to determine the appropriate level of coordination and review and schedule for issuance of the Policy.

Because Policies are intended to address broad issues within the area of responsibility of the originator, they should not contain specific requirements. When writing a Policy, keep in mind that your Policy should set a framework under which requirements could be established.

The format of Policies is a little less formal than that of Notices. (Sampling the Policies currently on line will give you an idea of the styles writers have used to communicate policies.) Keep in mind that, **at a minimum, Policies should address purpose, scope, and policy.**

INITIATED BY: [Name of Office]

NO. OF PAGES/ATTACHMENTS: [Number of Pages] pages, [Number of Attachments] attachments

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hard copies of this electronic version are considered uncontrolled documents.

In formulating the purpose and scope statements, background or pertinent legislation may be included, as has been done in many of the Policies. Consider the readers, their time, and the most important elements to be emphasized. The following Policies are good examples of clear, succinct purpose and scope statements and show the variety of styles used in Policies.

- DOE P 141.1, *Department of Energy Management of Cultural Resources*, dated 5-2-01.
- DOE P 141.2, *Public Participation and Community Relations*, dated 5-2-03.
- DOE P 111.1, *Departmental Organization Management System*, dated 8-27-96.

POLICY

The policy statement should be clear, concise, and straightforward. Use the active voice (Example 1) and strong action verbs. Phrases such as “**the Office is committed to . . .**” and “**It is Office policy that . . .**” are good accepted ways to introduce these paragraphs.

The policy paragraph for DOE P 205.1, *Departmental Cyber Security Management Policy*, dated 5-8-01, introduces the idea of commitment followed by a policy statement.

APPLICABILITY

Applicability statements are not required but may be used to clarify or prevent misinterpretation. DOE P 470.1, *Integrated Safeguards and Security Management (ISSM) Policy*, dated 5-8-01, is an example of a Policy that includes some of the standard applicability text for DOE elements.

RESPONSIBILITIES

Responsibility paragraphs, while optional, may add clarity to your Policy by assigning specific duties, often related to implementing a Policy. The wording used to describe responsibilities in the Policy should be similar to that used for Orders, and Notices. For example, DOE P 141.1 introduces responsibilities with a brief summary as follows:

DOE operations office managers, field office managers, and lead program Secretarial Officers (LPSOs), including NNSA, assume primary responsibility for implementing this Policy.

REFERENCES

References are another optional element of Policies. If you think your readers may gain a clearer understanding of the Policy and the rationale behind it, include them. The formatting standards are the same as those for references for Orders, Manuals, and Notices. As always, consider the needs of the readers.

1. Provide enough information to enable readers to easily locate references (if a reference is available online, provide the URL, too). While there is no set format for references, consistency is preferred.
 - a. Provide the same information for each reference and arrange it in the same order in each entry.
 - b. Present your references in some logical order [alphabetically, numerically, by document type (and then alphabetically or numerically), or some combination].
2. Do not cite draft documents because—
 - a. often draft documents are not readily available and
 - b. if and when they are published/become available, they may no longer contain the information you were referencing.

[Insert Name Here]
Director
Office of Legacy Management

ACTIVE AND PASSIVE VOICE

“Voice” is a term used to describe one of the ways verbs are categorized. There are two voices: active and passive. Active voice expresses action; someone (the subject of the sentence) performs an action or acts on something else (the object). In passive voice, something or someone (the subject of the sentence) is acted upon. While not technically wrong, passive voice, like anything, can be monotonous if overdone. Worse, it can be a way of avoiding saying who is responsible for or must do something and, therefore, can be confusing in directives. Compare the following: (Note: Passive voice is one of the few grammar problems grammar checkers are fairly reliable at picking out.)

Passive Voice	Active Voice
Procedure manuals must be developed.	All departmental elements must develop procedure manuals.
No stone must be left unturned.	Leave no stone unturned. (The subject, you in this case, is understood.)
Contractors will be monitored. (An honest question that might arise from a sentence such as the above is how or by whom. Who is responsible?)	Field elements will develop procedures to monitor contractors.
This Order is intended to serve as an example.	We created this Order as an example. OR We intend to use this Order as an example. OR You can use this Order as an example.
He was upset by the argument.	The argument upset him.

Today you can find a number of good style guides and other writing aids online.

The *American Heritage Book of English Usage*, <http://www.bartleby.com/64/>, and the *Columbia Guide to Standard American English*, <http://www.bartleby.com/68/>, both available through Bartleby.com, are particularly good starts.

Common Errors in English Usage, <http://www.wsu.edu/~brians/errors/errors.html>, an online analog to a popular print publication, is an alphabetical list with short explanations of common errors (e.g., that famous bugaboo ensure/insure).

U.S. Department of Energy Office of Legacy Management



NOTICE: Blank

Effective: Leave Blank

Expires: Leave Blank

SUBJECT: THE SUBJECT OF THE NOTICE IS IN TIMES ROMAN, CAPITAL LETTERS

1. **OBJECTIVE.** The objective is a short statement about the purpose of the Notice which has a life of 1 year. It should not be longer than 1 or 2 sentences.
 - a. **Example 1:** This Notice sets forth the policy and requirements for the management of the LM budget.
 - b. **Example 2:** This LM Notice adopts DOE Notice (number and name) in its entirety and provides for additional requirements and policy that are needed to implement this DOE Notice.
2. **CANCELLATION.** This states the cancellation of any existing directives as a result of issuing this Notice. At a minimum, the previous version of the plan is cancelled, if one exists (see Example). If there are no cancellations, then put None.
 - a. **Example:** This Notice replaces LM Notice 251.1, LM Directives Records System, of 3/27/04.
3. **APPLICABILITY.** This section specifies applicability in terms of who it applies to -- such as organizational elements, types of employees, or specific processes. Specific exclusions should also be listed here as well.
 - a. **Example 1:** This Notice applies to all LM employees.
 - b. **Example 2:** This Notice applies to all Federal employees of LM.
 - c. **Example 3:** This Notice applies to all procurements issued by LM, excluding financial assistance awards.

INITIATED BY: [Name of Office]

NO. OF PAGES/ATTACHMENTS: [Number of Pages] pages, [Number of Attachments] attachments

4. **REQUIREMENTS.** This section sets forth the requirements for implementing the policy such as the organization element that has the primary responsibility, or the requirement for procedures. Do not repeat requirements that are listed in the reference section. If this is an adoption Notice, simply state that the Notice adopts the requirements listed in the DOE Notice. See Attachment 5.
 - a. Example 1: The requirements can be found in the references listed in Section 7 of this Notice. In addition to those requirements, local guidance and procedures related to budget formulation shall be developed, maintained, and issued by Office of Business and Resource Management.
 - b. Example 2: DOE Notice 224.1, Auditing of Programs and Operations, contains the requirements for this directive.
5. **RESPONSIBILITIES.** This section establishes responsibilities by organization and/or position for implementation of and compliance with the requirements of the Notice.
 - a. Example 1: The Office of Business Operations shall be responsible for implementing the requirements of this Notice and developing administrative procedures as needed.
 - b. Example 2: The Office Land and Site Management shall appoint a Safeguard and Security Office who will be responsible for implementing the requirements of this Notice.
6. **POLICY.** This section sets forth definitive goals, objectives, or courses of action established by management to guide or determine future decisions relevant to the Notice. If this Notice is adopting a DOE Notice, do not repeat policy that is already contained in the DOE Notice. Simply reference the DOE Notice and add any additional LM policy that is needed to implement this LM Notice.
 - a. Example 1: It is the policy of LM to abide by the requirements contained in DOE Notice 224.2, Auditing of Programs and Operations.
 - b. Example 2: Harassment on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation will not be tolerated at LM.
7. **REFERENCES.** This section lists those DOE directives, OMB Directives/Circulars, other LM directives and forms, Office of the Secretary Notices/Memorandums, laws and regulations, etc., which are the drivers for this Notice. References that are listed in the references should not be repeated. References should not have their date listed, unless it is important to use that particular reference. Reference without dates will be assumed to reference the latest version available.
 - a. Example 1: DOE Notice 3335.1, Merit Promotion.
 - b. Example 2: 5 CFR Part 335, Promotion and Internal Placement.
 - c. Example 3: FPM Letter 335-16, Repromotion Actions.

- 8. DEFINITIONS. This section defines significant or frequently used terms or acronyms used in the Notice. Only define the terms used in the Notice. Do not define common terms such as LM, ES&H, OD, etc. Do not repeat definitions found in the references, but refer to the reference document.
 - a. Example 1: Promotion -- A promotion changes an employee to a higher grade level or makes permanent a temporary promotion.
 - b. Example 2: Definitions can be found in the documents located in the Reference section of this Notice.

Approved: _____
 [Insert Director's Name Here]
 Director
 Office of Legacy Management

Distribution: As required

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator.
 An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed
 hard copies of this electronic version are considered uncontrolled documents.

U.S. Department of Energy Office of Legacy Management



Procedure: Blank

Effective: Leave Blank

SUBJECT: THE SUBJECT OF THE PROCEDURE IS IN TIMES ROMAN, CAPITAL LETTERS

1. **PURPOSE.** The purpose is a short statement about the purpose of the Procedure. It should not be more than 1 or 2 sentences long.
 - a. **Example:** To establish requirements and responsibilities with respect to managing conferences/workshops/meetings and VIP visits to the Office of Legacy Management (LM).
2. **CANCELLATION.** This states the cancellation of any existing directive as a result of this Procedure. At a minimum, the previous version of the Procedure is cancelled, if one exists (see Example). If there are no cancellations, then enter None.
 - a. **Example:** This Procedure replaces LM Procedure 110.3-1, Event Management, of 4/18/02.
3. **REFERENCES.** This section lists those DOE directives, OMB Directives/Circulars, other LM directives and forms, Office of the Secretary Notices/Memorandums, laws and regulations, etc., which are the drivers for this Procedure. References should not be repeated. References should not have their date listed. Unless it is important to use that particular reference; reference without dates, will be assumed to reference the latest version available.
 - a. **Example 1:** DOE Notice 3335.1, Merit Promotion.
 - b. **Example 2:** 5 CFR Part 335, Promotion and Internal Placement.
 - c. **Example 3:** FPM Letter 335-16, Repromotion Actions.

INITIATED BY: [Name of Office]

NO. OF PAGES/ATTACHMENTS: [Number of Pages] pages, [Number of Attachments] attachments

4. DEFINITIONS. This section defines significant or frequently used terms or acronyms used in the Procedure. Only define the terms necessary and used in the Procedure. Do not define common terms such as LM, ES&H, OD, etc. Do not repeat definitions that can be found in the references, but rather refer to the reference document.
 - a. Example: Promotion -- A promotion changes an employee to a higher grade level or makes permanent a temporary promotion.
5. QUALITY CONTROL. This section describes the activities that monitor or measure the process to ensure it is conformance with requirements. This can include metrics, inspections, assessments, or other measures taken to ensure the process quality. Do not include procedure review schedules because this requirement is contained in the Directives Management System procedure. If quality control is not part of the procedure, insert Not Applicable in this area.
 - a. Example 1: All equipment used in this procedure shall be calibrated and the calibration records maintained by the owner of the specific piece of equipment.
 - b. Example 2: Weekly inspections of the work area shall be conducted by the Team Leader and the results of those inspections relayed to the employees of the Team for action.
 - c. Example 3: Metrics regarding the number of injuries, illness, and lost time accidents shall be collected and reported monthly with the other ES&H metrics.
6. RESPONSIBILITIES. This section establishes responsibilities by organization and/or position for implementation of the Procedure.
 - a. Example 1: The Office of Site Operations shall be responsible for implementing the requirements of this Procedure.
 - b. Example 2: The Office of Site Operations shall appoint a Safeguard and Security Office who will be responsible for implementing the requirements of this Procedure.
7. TRAINING REQUIREMENTS. This section defines the training necessary to implement the Procedure. If there are no special training requirements, then use Example 2 below.
 - a. Example 1: The Emergency Coordinator and potential designees shall receive initial and annual training on this Procedure. Training may be provided through drills and simulated reporting exercises. Root cause training shall also be provided to those involved in investigations of occurrences.
 - b. Example 2: There are no special training requirements for this Procedure.

- 8. DOCUMENT CONTROL. This section describes the record-keeping steps necessary for managing the activities related to the Procedure.
 - a. Example 1: LM Form LMF xxx shall be used for all hard copy occurrence reports. The hard copy report shall be prepared and filed, even if it is to be entered into the ORPS database.
 - b. Example 2: All documentation created under this Procedure is the responsibility of the LM Forms Manager, specifically the forms that are generated under this Procedure.
- 9. PROCEDURE. This section provides specific instructions and requirements needed to implement the Procedure. Each step starts with an action verb.
- 10. ATTACHMENTS. This section allows the author to attach handbooks or other documents needed to make the Procedure easier to use. LM forms available on the Intranet and any documents that change frequently should not be attached because they are controlled separately from the Procedure.

Approved: _____
 [Insert Office Director's Name]
 [Insert Office]

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hard copies of this electronic version are considered uncontrolled documents.

LMF 251.1-2
03/2008, OPI = LM-10
Previous Editions Obsolete

**U.S. Department of Energy
Office of Legacy Management
DIRECTIVE PROCESS**

Date: _____ Directive Type: Order/Notice Procedure

Title: _____

Number: _____ Subject Matter Expert: _____

Issue Date: _____ Next Scheduled Review Date: _____

ACTION NEEDED: Please choose one.

New Directive

Provide justification for the directive, attach a copy of the draft directive, and provide concurrence list below for routing for approval. Return the form and the new directive to the Directives Manager, **Headquarters, Forrestal Building, Room 6E-034, Washington, DC**

Reason for Directive:

Concurrence List:

Subject Matter Expert

Date

Periodic Review – No Changes Needed

Sign and obtain the appropriate signatures and return the form to the Directives Manager, **Headquarters, Forrestal Building, Room 6E-034, Washington, DC**

Cognizant Office Director(s)

Date

Cognizant Office Director(s)

Date

For Orders/Notices Only:

LM Director

Date

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hard copies of this electronic version are considered uncontrolled documents.

LMF 251.1-2
0/2005, OPI = LM-10
Page 2 of 2

Revisions

Summary of Changes to the Directive:

Sign and attach a redlined hard copy and send to the Directives Manager, **Headquarters, Forrestal Building, Room 6E-034, Washington, DC**

Subject Matter Expert

Date

Cancel Directive

Provide reason for cancellation below, sign, and obtain the appropriate OD signatures. Return the form to the Directives Manager, **Headquarters, Forrestal Building, Room 6E-034, Washington, DC**

Reason for Cancellation:

Subject Matter Expert

Date

Cognizant Office Director(s)

Date

Cognizant Office Director(s)

Date

For Orders/Notices Only:

LM Director

Date

*Please return completed forms to the Directives Manager at **HQ, Forrstl. Bldg. Rm. 6E-034, Wash., DC***

The most recent and official controlled hard copy version of this document resides with LM's Directives Coordinator. An electronic version of the controlled document has been placed on the LM Intranet for employee use. Printed hard copies of this electronic version are considered uncontrolled documents.