

APPENDIX B: DEVELOPMENT, REVISION, OR COMMENTING ON DOE DIRECTIVES

1. PURPOSE. To establish the requirements, responsibilities, and processes for developing or revising a Department of Energy (DOE) directive or forming a corporate position on a DOE directive.
2. REQUIREMENTS.
 - a. The processes defined in this Appendix must be followed when performing DOE directives actions.
3. RESPONSIBILITIES.
 - a. Administrator.
 - (1) Appoints a senior member of the front office to represent the National Nuclear Security Administration (NNSA) on the Directives Review Board (DRB).
 - (2) Delegates to Heads of NNSA Elements (HEs) the responsibilities assigned to the Heads of Departmental Elements in DOE O 251.1, *Departmental Directives Program*, current version.
 - (3) Co-signs the transmittal memo to the Deputy Secretary conveying an NNSA-owned DOE directive.
 - b. Heads of NNSA Elements (HEs).
 - (1) Directive Drafting.
 - (a) Initiate development or revision of DOE Orders for which they are the Office of Primary Responsibility (OPR).
 - (b) Ensure draft directives are processed within timelines approved by the DRB.
 - (c) Work with the NNSA Office of General Counsel and the Office of Partnership and Acquisition Services to develop contractor requirements.
 - (d) Ensure NNSA stakeholders have no objection to the directive prior to submitting it for review and comment.
 - (e) Submit the directive to the DOE Departmental Directives team for entry into the DOE automated review and comment system.

- (f) Follow the DOE O 251.1 processes for creating or revising a directive.
 - (g) Ensure requirements that do not apply to NNSA are clearly identified.
 - (2) Ensure the element implements a new or revised DOE directive as prescribed.
 - (3) Ensure that Contracting Officers, in conjunction with Field Office Managers, work with contractors to incorporate Contractor Requirements Documents into contracts, as appropriate.
 - (4) Execute responsibilities assigned to Heads of Departmental Elements in DOE O 251.1.
 - (5) Submit recommendations for the DOE directives prioritization process.
- c. Directives Review Board (DRB) Member.
 - (1) Attends DRB meetings and performs duties as assigned by the DRB Chair.
 - (2) Delegates responsibility to solicit, reconcile, and consolidate comments from NNSA elements to the NNSA Directives Team.
 - (3) Authorizes submission of NNSA comments to the Departmental Directives Program.
 - (4) Participates in impasse negotiations between NNSA and DOE when they are raised to the DRB.
- d. NNSA Directives Team.
 - (1) Provides administrative and analytical support to NNSA's DRB member.
 - (a) Confirms documents meet established criteria prior to formal submission to the DRB.
 - (b) Conveys significant concerns and issues to the NNSA DRB member.
 - (2) Serves as the DPC for NNSA.
 - (a) Executes administrative responsibilities delegated by the DRB member.
 - 1 Establishes and manages processes for developing NNSA's official position on DOE directives.

- 2 Manages the review of DOE directives through the automated review system.
- 3 Performs other DPC duties as appropriate.

4. PROCESSES.

a. DOE Directives Prioritization Data Call.

- (1) NNSA Directives Team Member.
 - (a) Solicits DOE directives that the Program Offices would like to revise, create, or cancel.
 - (b) Shares the results with DRB Member.
 - (c) Forwards the list to the Departmental Directives Program, with DRB Member's approval.
- (2) Program Offices.
 - (a) Provide justification for changes to DOE directives.
 - (b) Send their requests to the NNSA Directives Team.

Note: If the recommended DOE directive is not owned by an NNSA Program Office, the appropriate DOE Program Office makes the final decision as to whether revision is necessary.

b. Commenting on DOE Directives.

- (1) Directive Points of Contact (DPCs) and Subject Matter Experts (SMEs) follow requirements as defined for commenting on NNSA directives.
- (2) NNSA Directives Team.
 - (a) Requests that an SME from the NNSA Functional office review comments received from the complex, when NNSA is not the OPR.
 - (b) Send comments to DRB Member for authorization to submit to DOE.
 - (c) Submits comments to the Departmental Directives Program.