

SUBJECT: DEPARTMENTAL DIRECTIVES PROGRAM POLICY

PURPOSE AND SCOPE

The Departmental Directives Program manages and coordinates the development of directives that provide direction and guidance regarding Department of Energy (DOE) activities commensurate with the Department's strategic plan, applicable laws, regulations, and Executive orders. Directives contain Departmental requirements and essential information for all DOE employees and (to the extent specified in their contracts) contractors, thus ensuring safe, secure, cost-effective, efficient operations. Directives include Policy Statements, Orders, Notices, Manuals, and Guides and technical standards developed by the Office of Environment, Safety and Health.

This Policy cancels and supersedes DOE P 251.1, *Directives System Policy*, dated 3-19-96.

POLICY

The policy of the Department of Energy is to use a consistent and effective management system for the development, communication, implementation, and review of its directives. Specifically, directives:

1. Do not duplicate or conflict with existing requirements contained in applicable laws, regulations, and Executive orders. Directives may establish supplemental instructions, guidance and standards for implementing applicable laws, regulations and Executive orders. In accordance with Public Law (P.L.) 104-113, National Technology Transfer and Advancement Act of 1995, and Office of Management and Budget (OMB) Circular A-119, *Federal Participation in the Development and Use of Voluntary Standards*, adoption of voluntary consensus standards in lieu of creating DOE-unique standards is encouraged when appropriate and applicable. Nothing in this Policy shall be construed to interfere with the National Nuclear Security Administration Administrator's authority under section 3212(d) of P.L. 106-65 to establish Administration-specific policies, unless disapproved by the Secretary.
2. Are clearly justified as necessary in fulfilling the mission of the Department. Directives are to be in accordance with the Department's legal obligations with respect to mission accomplishment, protection of health and safety of its workers and the public, protection of the environment, and national security.
3. Are certified for accuracy and continued relevance every 4 years.
4. Are developed through a collaborative effort utilizing a formal structure to ensure that all stakeholders have input and that all significant comments are satisfactorily resolved.
5. Reviewers' comments are approved by the Secretarial Officer or senior level designee, reflecting the unified position of the organization.

6. With unresolved comments will be addressed through the impasse process, as specified in DOE M 251.1-1B, Chapter V, to bring expedited resolution. Resolution of unresolved issues rests with the Deputy Secretary.

RESPONSIBILITIES

The Directives Program Order (DOE O 251.1B) and Manual (DOE M 251.1-1B) are to be used to integrate the principles contained in this Policy in the development of all documents intended to convey requirements or guidance to other organizations.

The Departmental Directives Program is managed by the Office of Management.



SAMUEL W. BODMAN
Secretary of Energy

CANCELED