

QUESTION: How are the updates of the Emergency Management Guide (EMG) coordinated? Who is included in the reviews of the updates?

ANSWER:

After an update to the EMG (DOE G 151.1-1, *Emergency Management Guide*) has been drafted, it undergoes an informal review. It is transmitted electronically by the Office of Emergency Operations to emergency management points of contact at Headquarters and field locations, as well as to contractors at DOE/NNSA sites. The informal review focuses on major comments (not grammar/punctuation or minor word changes). During the informal review, all constructive comments are considered.

After changes are made to accommodate comments made during the informal review, the EMG is submitted to the Headquarters Office of Management Communications to be placed into RevCom for formal review. Before the document is posted in RevCom, the Office of Management Communications sends the draft to technical editors for review. After the technical edit and resulting changes, the EMG is placed into RevCom for the formal review. The formal review follows the directives system hierarchy, outlined in DOE O 251.1A, *Directives System* (1/30/98) and DOE M 251.1-1A, *Directives System Manual* (1/30/98), where each line management level passes on comments from the lower levels. Labs, sites, facilities, contractors, Field Offices, and Headquarters offices all have the opportunity to comment on Directives during the formal review.

DOE O 251.1A and DOE M 251.1-1A define a different formal review process for guides than is used for Orders and Manuals. Because guides are not mandatory, the formal review process provides for simultaneous use and coordination. Comments should not be designated “major” or “suggested;” they should simply be labeled as “comments.” Comments supplied are considered advisory in nature.