

1.0 Title

Policy on Policies

2.0 Effective Date

10/21/09

3.0 Scope

This policy defines principles for evaluating, formulating, revising, and maintaining FRA, LLC policies. When used with associated procedures, it ensures a consistent application of laws, regulations and DOE Orders.

4.0 Applicability

This policy applies to Fermilab Research Alliance, LLC, its employees, subcontractors, and all legal entities under its exclusive control.

5.0 Policy

All FRA, LLC policies are governed by this policy and are subject to described prescribed review and approval process.

A FRA, LLC policy is defined by *all* of the following criteria:

1. It has broad application throughout the laboratory.
2. It ensures compliance with applicable laws, regulations, and orders.
3. It enhances Fermilab's missions, promotes operational efficiency, and/or reduces institutional risks.
4. It describes actions or constraints and articulates desired outcomes.
5. It is devoid of step-by-step instructions and specific procedures.

It requires Directorate review and approval for issuance and major revisions in accordance the Directorate's Procedure for Policy Review and Approval.

Policies shall:

- Define what is required at high level
- Define the relevant drivers
- Support the Director's strategy, goals and objectives
- Be reviewed annually or as mandated by a change to a driver
- Contain a clear statement of policy ownership and the commensurate roles, responsibilities, accountability and authority (R2A2)

Format

The following format shall be used for all FRA, LLC policies:

- 1.0 Title and Number
- 2.0 Effective Date
- 3.0 Scope
- 4.0 Applicability
- 5.0 Policy
- 6.0 Drivers
- 7.0 Responsible Organization

6.0 Drivers

- a. FRA, LLC Business Practices
- b. All DOE Orders, Laws, and Regulations applicable to DOE M&O Contract DE-AC02-07CH11359

7.0 Responsible Organization

This document is owned by the Director, who delegates responsibility to other parties. Delegation of responsibility is specific to each policy.

The Office of Quality and Best Practices is responsible for policy development, review, management and maintenance.

The Chief Operating Officer is responsible for ensuring the flowdown of requirements throughout the organization, use of the policies, and annual review of policies by management.