

# DOE Technical Standards Program

## Project Justification Statement

Organizations planning to register a new or proposed revision to a Department of Energy (DOE) Technical Standard, will use this updated version of the Project Justification Statement (PJS). The PJS is required prior to registering a TSP Project and developing/revising a DOE Technical Standard. The PJS will address the following in numeric format:

1. Title: At the top of the first page, enter the expected title for the technical standard being developed or revised.
2. Organization Name/Code.
3. Author's Name and Signature (Contact Information: Phone, E-mail).
4. Senior Line Manager's Name and Signature (First SES-level manager above the author).
5. How will this new or proposed revision support DOE? Include details about why this new standard or revision of an existing standard benefits DOE. Is the standard or revision part of an Implementation Plan for Defense Board Recommendations, part of an organization's fiscal year strategic plan, etc.?

**Note:** For revisions, describe why the original Standard was first developed, and the major changes anticipated in the revision.

6. List possible Voluntary Consensus Standards (VCS) that were considered for use in lieu of developing or revising the subject Standard. Include details about searches for existing VCSs that could be used in lieu of developing or revising a DOE Technical Standard (i.e., methods or sources used such as Google, Information Handling Services (IHS) database, or National Institute of Standards and Technology (NIST) database, etc.)
7. Provide detailed justification for the PA's decision not to use potentially applicable VCSs in lieu of developing or revising a DOE Technical Standard.
8. Will this new or proposed revision to the DOE Technical Standard have an impact on any DOE Directives or a Rule? List the impacted Directive(s) or Rule(s), including justification for invoking a DOE Technical Standard in an Order(s) or other Directives Program requirement documents.
9. Provide reasoning for selecting the document type (DOE Standard, DOE Handbook, DOE Specification). See [DOE Order 252.1A, Technical Standards Program, Appendix A, Technical Standard Document Types](#), located below:

# DOE Technical Standards Program Project Justification Statement

**Note:** Do not use requirements statements ("shall") in DOE Handbooks. The "referential shall" is permitted when referencing requirements imposed in other documents. Referential shall statements are non-invoking in a DOE Handbook but when used, cite the document where they originated.

10. Provide an anticipated timeline for process milestones. Use the following as a guide:
  - Planned start date for draft standard development
  - Planned date for draft standard to start coordination
  - Review and Comment – 60 calendar days
  - Response Package Development – 30 calendar days
  - Response Negotiation – 30 calendar days
  - Final Concurrence – 10 business days
  - Planned approval and issuance date

If the new or revised DOE Technical Standard will have an impact on DOE Directives (be invoked in a DOE Order), the senior line manager for the Preparing Activity must submit a signed, formal DOE Memorandum to the Technical Standards Program (TSP) Manager, with a copy to the Program Secretarial Officer's (PSO) TSM sponsoring the Standard. Content of the memorandum must include items 1-11 of the PJS.

If the new or proposed revision to the Technical Standard will not have impact on DOE Directives (is not invoked in a DOE Order) or Rule, the Preparing Activity sends email including items 1-11 of the PJS to the TSP Program Manager, with a copy to the PSO's TSM sponsoring the DOE Technical Standard.