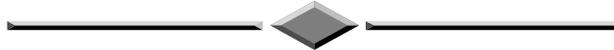


GUIDELINE  
for the  
GENERATION AND DISSEMINATION  
of  
DOE ACCREDITATION COMMITTEE POSITION PAPERS



**1. PURPOSE**

This guideline establishes the methodology for the development, review, approval, and dissemination of DOE Accreditation Committee Position Papers that reflect the recommendation of the membership on issues related to the objectives of the organization as stated in the DOE Accreditation Committee Bylaws and Charter.

**2. SCOPE**

This guideline applies to all position papers developed by the DOE Accreditation Committee.

**3. DISCUSSION**

**3.1 Sources of Position Papers**

**3.1.1 STEERING COMMITTEE.**

The DOE Accreditation Steering Committee is primarily responsible for evaluating the need for a position paper and for establishing a position paper working group to generate the document.

**3.1.2 DOE ACCREDITATION COMMITTEE MEMBERS.**

Any standing member of the DOE Accreditation Committee may, and is encouraged to, submit suggestions for position papers to the Steering Committee for consideration.

**3.1.3 OTHER ORGANIZATIONS.**

Other organizations may suggest, request, or submit a proposal for a position paper through a member who will, in turn, submit the proposal to the Steering Committee for consideration.

**3.2 Roles of Participants**

**3.2.1 POSITION PAPER WORKING GROUP.**

Position papers prepared by the Position Paper Working Group shall be

- grammatical correct,
- concise,

- complete,
- in draft form;
- prepared in accordance with the established format; and
- in need of only minimum editing before publication.

The Position Paper Working Group should include, as an ad hoc member, any individual member who provides input or other stimulus for a new position paper.

### 3.2.2 STEERING COMMITTEE.

The Steering Committee of the DOE Accreditation Committee is responsible for final approval, or rejection, of all proposed DOE Accreditation Committee position papers intended for publication. The Steering Committee is also responsible for the periodic review, on a maximum five (5) year cycle, of published position papers and for their distribution outside of the DOE Accreditation Committee.

## 3.3 Issuing a Position Paper

3.3.1 A person, committee, or organization submits a suggestion for a position paper is submitted to the Steering Committee for consideration.

3.3.2 The Steering Committee commissions a Position Paper Working Group to prepare a draft.

3.3.3 The Position Paper Working Group prepares a draft and distributes the draft to all DOE Accreditation Committee members to address all issues raised from the comment responses by the membership.

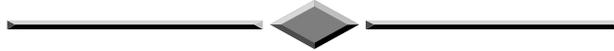
- Members revise the draft to address all issues raised from the comment responses.
- If significant revision is required, the Position Paper Working Group distributes a second revised draft to all members for review and comment.
- After consideration of all comments and criticisms, the Position Paper Working Group sends the final paper to the Steering Committee for approval. The approval package should contain the final draft of the position paper, a summary of any outstanding comments and criticisms, and a ballot form. When needed, reasons for disregarding any comments or criticisms should be included.

3.3.4 The Steering Committee reviews the proposed position paper and signifies acceptance or rejection by use of individual ballot to the Secretariat, who counts the ballots. The Secretariat then transmits the result and notification of action to the general membership of the Accreditation Committee.

3.3.5 The Steering Committee forwards the approved position paper to the Secretariat for distribution to all DOE Accreditation Committee members and as otherwise directed by the Steering Committee.

3.3.6 The Steering Committee can, at any time, withdraw approval for a position paper or initiate a revision.

3.4 **Position Paper Format.** See the following sample.



**Sample:**

**DOE ACCREDITATION COMMITTEE**

**A TOPICAL SUBCOMMITTEE OF THE  
DOE TECHNICAL STANDARDS PROGRAM**

**Position Statement on**

**Title [Insert title of the position paper]**

Date Issued: [Insert date]

**FOREWORD**

This Position Paper was prepared by the Department of Energy (DOE) Technical Standards Program Accreditation Committee to promote a better understanding of accreditation within the DOE and to address issues associated with the implementation and use of accreditation and accreditation principles within the DOE. To be of real value, this paper should be subject to periodic review. Thus, the DOE Accreditation Committee welcomes comments and criticisms. Specific comments or suggestions should be addressed to the Steering Committee of the DOE Accreditation Committee.

**DISCLAIMER**

The materials and information contained in this Position Paper are provided as an aid and guide to DOE, DOE contractors, and DOE sub-contractors. This information is based on the collective best judgment of the DOE Accreditation Committee and has been approved by the Steering Committee of the DOE Accreditation Committee. This Position Paper does not necessarily represent DOE Policy nor the opinion of each member of the DOE Accreditation Committee or his/her respective laboratory.

Position Paper Content should include, as appropriate:

1. Introduction Paragraph
2. Current Situation
3. Proposal or Position Advocated
4. Cost/Benefit Analysis
5. Conclusion