

Requirements Oversight Board – Intake Form

Overview:

This document provides a list of information needed to submit a policy for review by the Requirements Oversight Board. Under the lab's Policy on Policies, the Requirements Oversight Board (ROB) is required to review all lab-wide policies before they are finalized and published. Please review the Policy on Policies at <https://policies.fnal.gov>. Lab-wide procedures may also be submitted to the ROB; they should be submitted if the procedure is of broad applicability or may be controversial. Templates with the format for policies and procedures are located at the policies website – <https://policies.fnal.gov>.

Important Requirement:

Prior to providing a policy for the ROB to review, the policy owner or point of contact (POC) should seek review of the policy (and related procedure(s), where applicable) from offices that would be involved in the implementation of the policy. The Policy owner or POC is also encouraged to seek input from others with a relevant perspective. In addition, prior to submitting this intake form, the draft policy/procedure must be approved by the relevant Division/Section Head; that person should also be named as the policy owner.

Instructions to Submit Form:

Please email this completed intake form and a Word document of the proposed policy/procedure to the ROB administrator at rob_policies@fnal.gov.

Timing:

In most circumstances, assuming that this intake form is complete, the ROB will provide a response within two weeks of submission of the form.

Adding Policy to the ServiceNow database:

If this is a new policy, the owning organization (policy POC) is required to add the policy to the ServiceNow database after ROB approval is received. After the approved policy is added to the database, with the appropriate metadata fields filled out, it will be published. POCs who are not familiar with the process of adding a policy to the database, or with the required metadata fields for policies in the database, should review the instructions on the policy website while the ROB review is pending.

Note on Policy Approval:

The Policy POC will be notified by the ROB when it is approved and if changes are needed before publishing the policy.

Questions:

If there are questions, please contact rob_policies@fnal.gov.

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Please complete the following intake information:

1. **Name of Policy:**
2. **Name of any associated procedures being submitted:**
3. **Name and Div/Sec of person submitting policy to the ROB:**
4. **Name of Chief/Division/Section Head who is the policy owner:**
5. **Has the policy owner (Chief/Div/Section Head) approved the draft policy?** Yes No
6. **Does this policy format follow the lab's policy format? (See format template on <https://policies.fnal.gov>.)** Yes No
7. **Name and office of individuals outside your Division/Section who have reviewed this draft policy:**
8. **Are there any unresolved issues following the review by others (e.g. disagreements about policy language)? If yes, please explain:** Yes No
9. **Does this policy raise any sensitivities or concerns?** Yes No
For instance, is there anything controversial in the policy, or are concerns by employees anticipated?
If yes, please explain:
10. **Is this policy urgent to issue promptly?** Yes No
If yes, please state requested date:
Urgency rationale:

- 11. Is this an update to an existing policy?** **Yes** **No**
If yes, where is the existing policy located?

**If the existing policy is in the ServiceNow database,
what is the policy's KB Number?**

Please note that once approved by the ROB, the policy owner should retain old versions for document retention and audit purposes but should remove links to old versions of the policy from Division/Section/Project websites available to employees or the public.

- 12. Would you like this policy to be publicly available?** **Yes** **No**
(public meaning anyone, not just Fermilab employees and users)?

Please note that many, but not all, policies are publicly available. If the policy access should be limited only to those with a Services Account, please review the ServiceNow policy database instructions on how to ensure policy access is restricted.

- 13. Is any additional approval of this policy required,
such as DOE review?** **Yes** **No**
Please note that additional approval is not required in most instances
If additional approval is required, please explain the requirement: