

SUPPLEMENTAL DIRECTIVE

NNSA SD 251.1C

Signed: 12-16-24
Certification Due: 12-16-29

DIRECTIVES MANAGEMENT



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Immediate Office of the Administrator

CONTROLLED DOCUMENT
AVAILABLE ONLINE AT:
<https://directives.nnsa.doe.gov>

OFFICE OF PRIMARY INTEREST (OPI):
NNSA Directives Team

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Change Summary

Directive Identification	Changes	Date	Version
SD 251.1 Directives Management	First version	12-16-24	C

DIRECTIVES MANAGEMENT

1. PURPOSE. To define the formal system to set, communicate, and institutionalize directives (requirements, responsibilities, and processes) specific to the National Nuclear Security Administration (NNSA) and to implement Department of Energy (DOE) Order (O) 251.1, *Departmental Directives Program*, current version.

This Supplemental Directive (SD) establishes processes that describe:

- a. Developing, revising, certifying, and cancelling NNSA directives;
 - b. Obtaining equivalencies or exemptions to DOE and NNSA directives;
 - c. Interfacing with DOE's Departmental Directives Program, processing DOE directives, and developing corporate positions on DOE directives; and
 - d. Managing directives that have not been issued through either the DOE or NNSA formal directives processes.
2. AUTHORITY.
 - a. NNSA's directives program is established pursuant to 50 United States Code (U.S.C.) 2402(d). This law gives the Administrator authority to establish NNSA-specific policies, unless disapproved by the Secretary.
 - b. DOE Order 251.1 authorizes headquarters elements to publish policies supplementing DOE directives for use by those organizations and their contractors.

3. CANCELLATIONS.

NNSA SD 251.1B, *Directives Management*, issued 10-26-20.

Cancellation of a directive does not modify or otherwise affect any contractual obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract until the contract or regulatory commitment is modified to either eliminate outdated requirements or substitute new requirements.

4. APPLICABILITY.

- a. Federal. Applies to all NNSA federal elements.
- b. Contractors. The CRD, provided as Attachment 1, and including Attachments 2-5, sets forth requirements of this directive that apply to contractors.

c. Equivalencies/Exemptions:

- (1) Equivalency: In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
- (2) Exemptions: None.

5. SUMMARY OF CHANGES.

- a. Changes the Office of Primary Interest to the Immediate Office of the Administrator.
- b. Eliminates Business Operating Procedures (BOPs).
- c. Changes the term Authorization/Approval Coordinator (AC) to Directives Point of Contact (DPC).
- d. Replaces the term Authorizing/Approving Official (AO) with Head of NNSA Element (HE) or delegate.
- e. Eliminates Advance Change Directives.
- f. Removes Standard Operating Procedures from the directive.
- g. Removes the requirement for dual signatures on Action Memos.
- h. Requires Justification Notices for new NNSA Policies (NAPs) and urgent substantive changes to any directive.
- i. Makes various changes in Requirements and Responsibilities.
- j. Replaces "Expires" with "Certification Due" on the cover page.
- k. Provides the NNSA Directives Program Manager, Immediate Office of the Administrator (NA-1), authority to initiate the cancellation process for directives that are 6 months beyond established Certification Due Date.

6. BACKGROUND. NNSA directives establish, communicate, and institutionalize mandatory policies, requirements, responsibilities, and procedures specific to NNSA Federal elements. NNSA directives can apply to contractors through an attached CRD.

7. REQUIREMENTS.

a. General.

- (1) Directives must apply to multiple NNSA elements.
- (2) Directives must not duplicate, contradict, delete, or be inconsistent with provisions in any statute, regulation, or other NNSA or DOE directive.
- (3) The requirements in this SD must take precedence over all other NNSA directives with respect to the development, approval, revision, or cancellation of directives.
- (4) Directives must be written using the standardized format and content provided on the [NNSA Directives Portal](#).
- (5) Directives must be written to specify requirements; the emphasis of the requirements must be placed on the desired results whenever possible. In instances where the directive must specify the way to fulfill requirements (e.g., to provide adequate protection to workers, the public, or the environment) processes must be documented as attachments or appendixes.
- (6) Directives must trace to parent requirements defined in laws, regulations, DOE Orders, Memoranda of Understanding, or Interagency Agreements, except for requirements established by the Administrator under the authorities provided by the *NNSA Act*. Traceability must be documented in the Authorities section of the directive.
- (7) The CRD must contain all requirements that apply to the contractor and must not refer contractors back to the main body of the directive.
- (8) Directives must be certified every 5 years to confirm relevancy and accuracy. The annual schedule listing directives requiring certification can be found on the [NNSA Directives Portal](#).
- (9) Unauthorized directives must be reported to the NNSA Directives Team, Immediate Office of the Administrator.
- (10) Major comments must meet the definition of a major comment (see Attachment 5).

b. Drafting and Revision of NNSA Directives.

- (1) Justification memos must be drafted for all new NAPs, or when an urgent change must be made to any directive.

- (2) Directives must not direct DOE employees. If an NNSA office needs to interact with a DOE office, the requirement must be written such that NNSA is the actor.
- (3) Directives must not be changed in any way, except by the Office of Primary Interest (OPI), once the directive has successfully passed the concurrence review.
- (4) The Definitions List posted on the NNSA Directives Portal must be used to define primary terms used in directives.
- (5) Directives must be signed by the Administrator or delegate.
- (6) CRDs must be Attachment 1 to the directive. CRDs can include additional attachments when there are requirements or responsibilities that apply to contractor and federal employees.
- (7) NAPs must be numbered according to DOE's numbering system as described in the [Crosswalk of Directives Numbering System](#). SDs must be numbered according to the parent DOE Order.
- (8) The following Naval Reactors equivalency must be added to all NNSA directives:

In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 United States Code, sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this directive for activities under the Director's cognizance, as deemed appropriate.

- (9) The cancellation process must be initiated when a directive is no longer needed or when an OPI has failed to act within 6 months after the certification due date.
- (10) New and revised directives must be sent out for review and comment and must be concurred on before being sent for signature. Administrative changes do not need go through review and comment.

Administrative changes are edits that add minimal content, clarification, and do not alter requirements or responsibilities in the affected directive, as determined by the NNSA Directives Program Manager, Immediate Office of the Administrator. Examples are (a) typographical errors; (b) changes to element names or titles of officials; (c) clarifications of intent in response to feedback received; or (d) changes in laws, regulations, or legal citations.

c. Implementation of NNSA Directives.

- (1) Requirements in new or revised directives must begin upon issuance within federal elements, unless otherwise stated in the directive.
- (2) CRDs attached to directives must be incorporated into the appropriate contract(s) by the cognizant Contracting Officer(s) in accordance with Department of Energy Acquisition Regulation (DEAR) clause 970.5204-2, *Laws, Regulations, and DOE Directives*, (Dec. 2000).
- (3) Equivalencies must be requested when an alternative process is used to implement a requirement (see Attachment 3).
- (4) Exemptions must be requested when not implementing a requirement (see Attachment 3).

8. RESPONSIBILITIES.

- a. Administrator. Approves or cancels SDs, NAPs, and Justification Memos.
- b. Principal Deputy Administrator. Makes decisions on impasse issues related to directives that cannot be resolved by the Heads of NNSA Elements for the Office of Primary Interest (OPI) and dissenting NNSA elements.
- c. Associate Principal Deputy Administrator.
 - (1) Determines if an unauthorized policy should be converted to an NNSA directive or rescinded.
 - (2) Provides leadership to, and oversight of, NNSA's system for documenting directives unique to NNSA.
 - (3) Provides leadership to, and oversight of, the DOE directive development process for NNSA.
- d. Heads of NNSA Elements (HEs). May delegate the responsibilities below to a senior-level direct report (e.g., Chief of Staff, Executive Director, Executive Officer), except for 8d.(2) and (6).
 - (1) Approve element's major comments.
 - (2) Represent the element's position when impasses occur.
 - (3) Provide resources to draft, revise, or comment on directives within prescribed timeframes.
 - (4) Convert or cancel any remaining BOPs.

- (5) Implement new or revised directives.
- (6) Sign memoranda requesting approval from the Administrator for directives for which the element is OPI.
- (7) Initiate development or revision of directives for which the element is responsible, as necessary.
- (8) Approve the draft directive before the formal review process is initiated.
- (9) Select primary and alternate Directives Points of Contact (DPC) capable of representing the interests of the element and sign the appointment form. The appropriate appointment form is provided by the NNSA Directives Team upon request.
- (10) Approve subject matter experts (SME) proposed by the DPC to comment on directives prepared by other NNSA or DOE elements.
- (11) Authorize the DPC to submit the element's comments in the automated comment system.

e. NNSA Directives Program Manager.

- (1) General.
 - (a) Establishes policy for developing, revising, and processing NNSA directives.
 - (b) Approves administrative changes to directives.
 - (c) Serves as the SME on DOE and NNSA directive development.
 - (d) Determines when a submitted policy document is an SD or NAP.
 - (e) Initiates cancellation process for directives that are 6 months beyond established Certification Due Date.
- (2) Manages NNSA's system for documenting directives.
 - (a) Establishes processes for developing, revising, and publishing directives.
 - (b) Manages an automated tool for coordinating the review and comment process on directives throughout the nuclear security enterprise.
 - (c) Determines the type of revision needed (major or administrative) when existing directives require updating.

- (d) Coordinates draft review with the Defense Nuclear Facilities Safety Board representative and, when required, NNSA's Central Technical Authority.
- (e) Circulates directives with the appropriate DOE functional office for comment.
- (f) Initiates and manages the impasse process for resolving major comments.
- (g) Initiates and manages the process for converting unauthorized directives to NNSA directives, when appropriate.
- (h) Maintains NNSA's official directives records in accordance with NNSA SD 243.1, *Records Management Program*, current version.
- (i) Provides training to DPCs.
- (j) Manages the DOE directives review process for NNSA.
- (k) Facilitates the process to obtain equivalencies and exemptions to NNSA or DOE directives (see Attachment 3).

f. Office of Primary Interest (OPI).

- (1) Grants or denies equivalencies or exemptions to its directives.
- (2) Consults with the NNSA Directives Team to determine the type of proposed changes (major or administrative) when updating existing directives.
- (3) Follows the prescribed template when developing or revising directives.
- (4) Grants or denies extensions for draft directives during the review and comment period when requested by the NNSA Directives Team.
- (5) Documents the basis for resolution of all major comments.
- (6) Works with the Office of General Counsel and the Office of Partnership and Acquisition Services to develop CRDs, when necessary.
- (7) Reviews directives every 5 years to certify continuing relevance or determine what action (i.e., certification, revision, or cancellation) is necessary (see Appendix A).
- (8) Executes responsibilities in Attachment 2 (Unauthorized Directives) when necessary.

- (9) Prepares and submits a Justification Memo when a new NAP or urgent substantive changes to a directive are required.
- g. Functional Organization. Grants or denies equivalencies or exemptions to DOE directives for which the office is the subject matter expert.
- h. Field Office Managers.
 - (1) Invite contractors under their supervision to comment on the body of an NNSA or DOE directive.
 - (2) Approve contractor comments on the body of a directive and submit the comments in the Field Office's official comment package.
 - (3) Approve, support, and defend non-concur responses proposed by a contracting organization.
- i. Directives Points of Contact (DPCs).
 - (1) Serve as the element's administrative liaison to the NNSA Directives Team on directives issues.
 - (2) In consultation with the HE or delegate, assign SMEs to review draft directives.
 - (3) Solicit comments on draft directives from SMEs; set internal deadlines for receiving SME comments.
 - (4) Request due date extensions from the NNSA Directives Team, when needed, at least 5 business days before the deadline.
 - (5) Review SMEs' comments for clarity and relativity to the directive and confirm that each comment is properly labeled as *major* or *suggested*.
 - (6) Consults with SME when major comments do not meet the major comment definition and refer disagreements to the HE or delegate for decision.
 - (7) Refer conflicting comments to the HE or delegate for determining the element's official position.
 - (8) Obtain approval of major comments from the HE or delegate prior to submission.
 - (9) Submit the element's approved comments by the established deadline in the automated comment system.

- (10) Acknowledge responsibilities by signing the appointment form. The appropriate appointment form is provided by the NNSA Directives Team upon request.
- (11) Completes required directives training.
- j. Subject Matter Experts.
 - (1) Review assigned directives; submit comments in the automated comments system to the element's DPC for inclusion in the official comment package.
 - (2) Propose methods to resolve issues raised in major comments.
 - (3) Submit comments by the established due date.
- k. Central Technical Authority. Executes responsibilities related to the directives process as established in DOE O 410.1, *Central Technical Authority Responsibilities Regarding Nuclear Safety Requirements*.
- l. Contracting Officers. Attaches CRDs to M&O contracts, as appropriate.
- 9. CONTACT. NNSA Directives Team, Office of Policy, and Strategic Planning, [NNSA Directives Mailbox](#).

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby
Administrator

Attachments:

- 1. Contractor Requirements Document
- 2. Unauthorized DOE and NNSA Directives
- 3. Equivalencies and Exemptions for NNSA and DOE Directives
- 4. Acronyms/Abbreviations
- 5. Definitions

Appendixes:

- A. NNSA Directives Processes
- B. Development, Revision, or Commenting on DOE Directives
- C. References

**ATTACHMENT 1: CONTRACTOR REQUIREMENTS DOCUMENT
SD 251.1C, *DIRECTIVES MANAGEMENT***

1. INTRODUCTION.

This Contractor Requirements Document (CRD) establishes the requirements for National Nuclear Security Administration (NNSA) Management and Operating (M&O) contractors for commenting on NNSA and Department of Energy (DOE) CRDs.

M&O contractors are responsible for complying with and flowing down these requirements to subcontractors at any level, to the extent necessary, to certify the contractor's compliance with the requirements.

2. REQUIREMENTS.

a. General. Follow applicable requirements in Attachments 2-5.

b. Commenting on NNSA CRDs.

- (1) M&O contractors must review and comment on the CRD attached to an NNSA directive.
- (2) Comments must be limited to the CRD; comments will not be accepted on the body of the directive unless they are invited and approved by the relevant Field Office Manager.
- (3) Major comments must describe the issue, reason for the issue, and offer a proposed solution.
- (4) Comments must be submitted through the NNSA automated review and comment system.
- (5) M&O contractors must request approval from the Field Office Manager for non-concur responses.

c. Commenting on DOE Directives.

- (1) M&O contractors must review and comment on the CRD of DOE directives.
- (2) Comments must be limited to the CRD; comments will not be accepted on the body of the directive unless they are invited and approved by the Field Office Manager.
- (3) Major comments must describe the issue, reason for the issue, and offer a proposed resolution.
- (4) Comments must be submitted through the DOE automated review and comment system.

- (5) M&O contractors must request approval from the Field Office Manager for non-concur responses.

Note: Classified NNSA and DOE directives must not be transmitted via unclassified email systems. An email will be sent to the DPCs alerting them to the classified directive, and the selected subject matter experts (SME) must contact the Office of Primary Interest to secure a copy of the directive.

3. RESPONSIBILITIES.

- a. Contracting President or Director (CPD). May delegate the responsibilities below to a senior-level direct report.
 - (1) Approves organization's major comments on CRDs in DOE or NNSA directives.
 - (2) Represents the organization's position on CRDs when impasses occur, until the supervising federal office concurs on the impasse.
 - (3) Provides resources to comment on CRDs within prescribed timeframes.
 - (4) Implements new or revised CRDs.
 - (5) Appoints primary and alternate DPCs capable of representing the interests of the organization and signs appointment form. The appropriate appointment form is provided by the NNSA Directives Team upon request.
 - (6) Approves subject matter experts proposed by the DPC to comment on CRDs.
 - (7) Authorizes the DPC to submit the organization's comments in the automated comment system.
- b. Directives Points of Contact (DPCs).
 - (1) Serve as the organization's liaison to the NNSA Directives Team on directives issues.
 - (2) Assign SMEs to review CRDs, in consultation with the CPD or delegate.
 - (3) Disseminate draft directives.
 - (4) Solicit comments on draft directives from SMEs.
 - (5) Establish deadlines for receiving SME comments.

- (6) Obtain due date extensions from the NNSA Directives Team, when needed, at least 5 business days before the deadline.
- (7) Review SME comments for clarity and relativity to the directive and ensure that each comment is properly labeled as *major* or *suggested*.
- (8) Consult with SME when major comments do not meet the major comment definition and refer disagreements to the CPD or delegate for decision.
- (9) Refer conflicting comments to the CPD or delegate for decision.
- (10) Obtain the CPD's or delegate's approval of major comments before submitting the organization's comments in the automated comment system.
- (11) Acknowledge responsibilities by signing the appointment form. The appropriate appointment form is provided by the NNSA Directives Team upon request.
- (12) Complete required directives training.

c. Subject Matter Experts.

- (1) Review the CRD assigned, draft comments for inclusion in the organization's official comment package.
- (2) Propose methods to resolve concerns raised in major comments.
- (3) Submit comments by the due date to the DPC in the automated comment system.

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ATTACHMENT 2: UNAUTHORIZED DOE AND NNSA DIRECTIVES

Note: This attachment applies to NNSA contractor and federal personnel.

1. **BACKGROUND.** Unauthorized directives are documents that apply recurring or long-term requirements to National Nuclear Security Administration (NNSA) federal or contractor elements that have not been reviewed and issued through the Department's or NNSA's formal directives processes (e.g., emails, memos, etc.). Unauthorized directives do not include communications from Contracting Officers and Contracting Officer's Representatives to contractors or communications from Departmental or NNSA attorneys. Unauthorized directives do not include documents that provide direction for individual or short-term tasks.
2. **REQUIREMENTS.**
 - a. Federal and contractor personnel must send suspected unauthorized NNSA- and Department of Energy (DOE)-originated directives to the NNSA Directives Team, Office of Policy and Strategic Planning, for review.
 - b. Unauthorized NNSA-originated directives must complete the process described in Section 4.c. below.
3. **RESPONSIBILITIES.**
 - a. **NNSA Directives Program Manager, Immediate Office of the Administrator.**
 - (1) Forwards suspected unauthorized DOE-originated directives to DOE's Departmental Directives Program.
 - (2) Determines if a suspect NNSA directive meets the criteria for an unauthorized directive.
 - b. **NNSA Associate Principal Deputy Administrator.** Consults with the Office of Primary Interest (OPI) to determine whether an NNSA unauthorized directive should be converted to an official directive or rescinded.
 - c. **Office of Primary Interest.** Rescinds or converts the unauthorized directive per the determination of the NNSA Associate Principal Deputy Administrator.
4. **PROCESS.**
 - a. Federal and contractor elements must send unauthorized NNSA- and DOE-originated directives to the NNSA Directives Team by one of the following options:
 - (1) Email to the [NNSA Directives Mailbox](#); or

- (2) Mail anonymously to:
 - U.S. Department of Energy/NNSA
 - 1000 Independence Avenue, SW
 - Immediate Office of the Administrator
 - NNSA Directives Team
 - Washington, DC 20585
- b. The Directives Team forwards unauthorized DOE-originated directives to the Departmental Directives Program for action.
- c. Disposition of NNSA-originated unauthorized directives:
 - (1) NNSA Directives Program Manager:
 - (a) Determines whether a suspect document meets the criteria for an unauthorized directive and informs the organization that submitted the document of the decision; and
 - (b) Informs the Associate Principal Deputy Administrator that an unauthorized directive has been identified.
 - (2) The Associate Principal Deputy Administrator consults with the OPI to determine whether to convert or rescind the document.
 - (3) If the document is to be issued as official NNSA Policy (SD or NAP), the OPI has 90 days to begin creating or revising the directive.

ATTACHMENT 3: EQUIVALENCIES AND EXEMPTIONS FOR NNSA AND DOE DIRECTIVES

Note: This attachment applies to National Nuclear Security Administration (NNSA) contractor and federal personnel.

1. BACKGROUND. This Attachment describes the process for requesting equivalencies and exemptions when a Department of Energy (DOE) or National Nuclear Security Administration (NNSA) directive does not assign an approving authority.
2. REQUIREMENTS.
 - a. Equivalencies and exemptions must not be used to circumvent decisions reached by the Secretary, the Deputy Secretary, the Administrator, or other Under Secretaries.
 - b. Exemptions or equivalencies must not be used in place of revising a directive. Offices of Primary Interest (OPIs) are prohibited from applying exemptions or equivalencies where an update to a directive is appropriate or needed unless an update to that directive has already been initiated.
 - c. Exemptions or equivalencies must:
 - (1) Be consistent with laws and regulations;
 - (2) Provide adequate protection of the public, workers, and the environment;
 - (3) Remain consistent with the primary goal and purpose of the directive; and
 - (4) Not be self-granted to an entire OPI.
 - d. The process in Section 4 (Process) must be followed to request exemptions and equivalencies to DOE and NNSA directives unless otherwise specified in the directive.
 - e. The template for an equivalency or exemption memo must be used. Refer to the [NNSA Directives Portal](#).
 - f. NNSA or DOE directives that specify a process for requesting equivalencies or exemptions must be followed.
3. RESPONSIBILITIES.
 - a. Head of NNSA Functional Organization. Approves exemptions and equivalencies to DOE directives for NNSA, unless the DOE directive otherwise specifies approval authority.

- b. Office of Primary Interest. Approves exemptions and equivalencies to their directives, unless the directive requires some other approval authority.
 - c. Field Office Manager. Recommends whether contractor requests to obtain equivalencies or exemptions should be granted.
 - d. Central Technical Authority (CTA). Concurs or non-concurs on exemptions and equivalencies for safety-related directives.
 - e. NNSA Directives Program Manager, Immediate Office of the Administrator. Forwards approvals of exemptions or equivalencies to DOE directives to the Departmental Directives Program.
4. PROCESS.
- a. The NNSA element proposing the exemption or equivalency produces a memorandum documenting the basis for the request that must:
 - (1) Identify the requirement(s) for which the equivalency or exemption is being requested;
 - (2) Explain the equivalency or exemption;
 - (3) Identify the offices or sites for which the equivalency or exemption is being sought;
 - (4) Justify the reason(s) for the equivalency or exemption;
 - (5) Explain why the equivalency or exemption is adequate and in the best interests of the U.S. Government;
 - (6) Discuss any increased risk to health, safety, environment, or security.
 - (7) Describe any mitigating actions that have been, or will be taken to provide adequate protection of the public, workers, and the environment for the period a requested exemption will be effective;
 - (8) Indicate when compliance will be achieved when requesting an equivalency; and
 - (9) Confirm applicable laws or regulations are not violated.
 - b. Contractor organizations requesting an exemption or equivalency for DOE and NNSA directives must obtain the responsible Field Office Manager's recommendation whether the request should be granted.

- c. The NNSA element requesting an exemption or equivalency to an NNSA directive obtains concurrence from the NNSA OPI, NNSA General Counsel, and, when required, the NNSA CTA.
- d. The NNSA element requesting an exemption or equivalency to a DOE directive consults with the DOE OPR and the DOE General Counsel and obtains concurrence from the NNSA Functional Organization and, when required, the NNSA CTA. Obtaining concurrence from the DOE OPR and the DOE General Counsel is not necessary.
- e. When serving as OPR, the NNSA element cannot grant a self-exemption or equivalency to the Order.
- f. When serving as OPR, the NNSA element must identify requirements (equivalencies and exemptions) that do not apply to NNSA clearly.
- g. If concurrence within NNSA cannot be obtained, the impasse process described in Section 4.j. of this Attachment is used.
- h. The requesting element and the NNSA Directives Team collaborate to write the memorandum that transmits the equivalency or exemption request for approval.
- i. NNSA Directives Team:
 - (1) Assembles the signature package, which includes the transmittal memorandum, the equivalency or exemption memorandum, the Field Office Manager's recommendation (when appropriate), the directive, and any additional background documentation.
 - (2) Obtains concurrence from the NNSA CTA, when required.
 - (3) Obtains the signature of the requesting element's Head of NNSA Element (HE) on the transmittal memo to the OPI Head of Element.
 - (4) Delivers the signature package to the OPI HE for approval.
 - (5) Processes an administrative change (see Appendix A) to add the equivalency or exemption to the directive.
 - (6) Posts the approval memorandum and the revised directive on the [NNSA Directives Portal](#).
 - (7) Notifies all directives points of contact that the memorandum and directive are available on the [NNSA Directives Portal](#).
 - (8) Forwards approvals of exemptions or equivalencies to DOE directives to the Departmental Directives Program and provides copies to the requesting element and the NNSA Functional Organization.

- j. Impasse Process for Equivalencies and Exemptions.
 - (1) The requesting element notifies the NNSA Directives Team that agreement cannot be reached with the NNSA OPI HE or NNSA Functional HE, or the CTA (when required).
 - (2) The requesting element, NNSA Directives Team, OPI or Functional Organization, and the responsible Field Office (when appropriate), collaborate to prepare a summary of the impasse issues.
 - (3) The NNSA Directives Team requests a meeting with the Principal Deputy Administrator and the HEs of the OPI or NNSA Functional Organization, the requesting element and, when appropriate, the responsible Field Office Manager and the CTA.
 - (4) The NNSA Directives Team sends the summary and the requesting memorandum to the Principal Deputy Administrator's office prior to the meeting.
 - (5) The requesting element and the NNSA Directives Team collaborate to develop a record of decision documenting the meeting's results.
 - (6) The NNSA Directives Team provides a copy of the record of decision to the OPI or Functional Organization and, when appropriate, the Field Office Manager and the CTA.

ATTACHMENT 4: ACRONYMS/ABBREVIATIONS

Note: This attachment applies to National Nuclear Security Administration (NNSA) contractor and federal personnel.

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|----|----------------|--|
| a. | <u>CFR</u> | Code of Federal Regulations |
| b. | <u>CPD</u> | Contracting President or Director |
| c. | <u>CRD</u> | Contractor Requirements Document |
| d. | <u>CTA</u> | Central Technical Authority |
| e. | <u>DOE</u> | Department of Energy |
| f. | <u>DOE O</u> | Department of Energy Order |
| g. | <u>DPC</u> | Directives Point of Contact |
| h. | <u>DRB</u> | Directives Review Board |
| i. | <u>FOM</u> | Field Office Manager |
| j. | <u>HE</u> | Head of NNSA Element |
| k. | <u>IA</u> | Interagency Agreement |
| l. | <u>M&O</u> | Management and Operating |
| m. | <u>MOU</u> | Memorandum of Understanding |
| n. | <u>NAP</u> | NNSA Policy |
| o. | <u>NNSA</u> | National Nuclear Security Administration |
| p. | <u>OPI</u> | Office of Primary Interest |
| q. | <u>OPR</u> | Office of Primary Responsibility (DOE) |
| r. | <u>SD</u> | Supplemental Directive |
| s. | <u>SME</u> | Subject Matter Expert |
| t. | <u>U.S.C.</u> | United States Code |

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ATTACHMENT 5: DEFINITIONS

Note: This attachment applies to National Nuclear Security Administration (NNSA) contractor and federal personnel.

- a. Administrative Changes. Edits that add minimal content and do not alter requirements or responsibilities in the affected directive, as determined by the NNSA Directives Program Manager. Examples are (a) typographical errors; (b) changes to organization names or titles of officials; (c) clarifications of intent in response to feedback received; or (d) changes in laws, regulations, or legal citations.
- b. Appendix. An additional section to the directive that provides more detailed information, direction, or requirements for federal employees.
- c. Attachment. An additional section to the directive that provides more detailed information, direction, or requirements for contractor and federal employees.
- d. Central Technical Authority. Executes responsibilities related to the directives process as established in DOE O 410.1, *Central Technical Authority Responsibilities Regarding Nuclear Safety Requirements*.
- e. Certification. Process for reviewing directives that have been in effect for 5 years for accuracy and continued relevance.
- f. Certification Due Date. Date 5 years from signature date when the directive must be certified, revised, or cancelled.
- g. Comment Resolution. Process in which the Office of Primary Interest responds to comments received during the review of draft directives. Major comments not resolved go through the impasse process described in Appendix A, section 2f.
- h. Concurrence Review. Process during which a directive is issued to NNSA elements for a second review following the comment resolution stage. Only major comments are accepted. Major comments that were resolved during the initial comment resolution period cannot be re-negotiated.
- i. Contractor Requirements Document (CRD). An attachment to a directive that states the directive's requirements and responsibilities that apply to contractors. When required, a CRD is included as Attachment 1 to the directive.
- j. Departmental Elements. DOE Headquarters elements and first-tier organizations.
- k. Deputy Heads of NNSA Elements. Principal Assistant Deputy Administrators, Deputy Associate Administrators, Deputy Field Office Managers, General Counsel Deputies, the Deputy Director of offices that report to the Administrator.
- l. Directives, DOE. Official communications of policies, requirements, and procedures used to inform, direct, and guide employees in the performance of their duties, and to

enable employees to work effectively within the Department and with other U.S. Government agencies, contractors, and the public. DOE directives include Policies, Orders, Notices, Manuals, and Guides.

- m. Directives, NNSA. Documents used to establish, communicate, and institutionalize policies, requirements, responsibilities, and procedures specific to NNSA federal elements and contractors. NNSA directives consist of Supplemental Directives (SDs) and Policies (NAPs). NNSA directives are mandatory, carry equal weight, and affect more than one NNSA element.
- n. Directives, NNSA-owned. DOE directives for which NNSA is the Office of Primary Interest.
- o. Directives Point of Contact. An NNSA element's staff member who provides administrative support to Heads of NNSA Elements and Delegates or Contractor Senior Officials. Duties include assigning subject matter experts to review directives, collecting and consolidating comments, submitting comments in the DOE automated system, and serving as the element's liaison to the NNSA Directives Team, Office of Policy and Strategic Planning, on directives issues. Appointed by memorandum by the Head of NNSA Element or delegate; acknowledges responsibilities in writing.
- p. Directives Review Board. Established by DOE O 251.1 and chaired by the Director of DOE's Office of Management, the Board advises and concurs on DOE directives before their release department-wide for comment and final issuance. Board membership is comprised of senior representatives from each of the three Under Secretarial Offices, the Office of General Counsel, and the Office of Environment, Health, Safety and Security. Advisory members include senior representatives from the National Laboratory Directors Council and the Field Management Council.
- q. Equivalencies. Alternatives to meeting a requirement in a DOE or NNSA directive. Equivalencies represent an alternative approach to achieving the goal of the directive. Unless otherwise defined in a specific NNSA directive, equivalencies are granted by the Head of the Functional Office in the case of DOE directives, or the Head of the OPI for NNSA directives.
- r. Exemptions. The release from one or more requirements in a DOE or NNSA directive. Unless otherwise defined in a specific NNSA directive, exemptions are granted by the Head of the Functional Office in the case of DOE directives, or the Head of the OPI for NNSA directives.
- s. Functional Organization. NNSA Headquarters organization that has responsibility for the subject area covered by a DOE directive when NNSA is not the OPI for the directive. Alternatively, a DOE Headquarters organization that has Departmental responsibility for a subject area covered by a directive.

- t. Heads of NNSA Elements (HEs). Deputy Administrators, Associate Administrators, Field Office Managers, General Counsel, Office Directors reporting directly to the Administrator, and Directors of Management and Operating (M&O) contractors.
- u. Head of NNSA Functional Organization. HE for the Functional Organization.
- v. Impasse. When a resolution of major comments or other directives-related issues cannot be agreed on between NNSA elements or between NNSA and DOE organizations and the issue is raised to the Principal Deputy Administrator or Deputy Secretary for decision.
- w. Interagency Agreement (IA). A document that defines cooperative work between government agencies and departments. The agreement defines the parties involved, the work performed, and the transfer of technologies and funds.
- x. Justification Memo. A memo that explains the need for a new NNSA policy or urgent substantive change to an NNSA directive.
- y. Major Comment. Comments that identify serious consequences that may result from implementing the directive. Examples include concerns that raise health, safety, or environmental issues; preclude or hamper mission accomplishment; hinder compliance with applicable laws, rules, or regulations; hamper fulfilling contractual obligations or formal commitments; create costly inefficiencies with no corresponding benefit; or identify important missing or conflicting information that prevents successful implementation of the directive. (DOE uses *Substantive Comment* instead of *Major Comment* to refer to the examples provided in this definition.)
- z. Memorandum of Understanding (MOU). A nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities. An MOU is often the first stage in the formation of a formal contract.
- aa. NNSA Elements. Headquarters elements and sub-elements that report directly to the Administrator, and NNSA M&O contractors.
- bb. NNSA-owned Directive. A DOE directive for which NNSA is the Office of Primary Interest.
- cc. NNSA Policy (NAP). Establishes policies, requirements, and responsibilities unique to NNSA that are traceable to parent requirements in laws, regulations, MOUs, or IAs except for requirements established by the Administrator under the authorities of the *NNSA Act*. Focuses on a subject area not covered by a DOE directive or technical standard.
- dd. Nuclear Security Enterprise. Collective term for NNSA's Headquarters program and mission support offices, field offices, laboratories (Sandia, Los Alamos, and Lawrence Livermore National Laboratories), production plants (Y-12 Plant, Pantex Plant, Kansas

City National Security Campus, Savannah River Site), and the Nevada National Security Site.

- ee. Office of Primary Interest (OPI). The office responsible for writing a directive and maintaining its accuracy and currency; or for writing a Delegation or Designation Order and Action Memorandum. Called the Office of Primary Responsibility (OPR) in DOE directives.
- ff. Requirements. Actions that must be completed or processes that must be followed to achieve a directive's purpose.
- gg. Responsibilities. Duties and authorities assigned to a position or office to implement, manage, or oversee directive requirements.
- hh. Revision. Edits to a directive that change requirements, responsibilities, or add a substantial amount of content.
- ii. Signature Package. The approval memo, a clean copy of the final draft directive, the comment resolution report, a concurrence page, and background documentation relevant to the directive.
- jj. Suggested Comment. Comments that are editorial or grammatical in nature or identify issues that will not produce serious consequences from implementing the directive. (DOE uses *Suggested/Editorial Comment* instead of *Suggested Comment* to refer to the examples provided in this definition.)
- kk. Supplemental Directive (SD). Augments policies, requirements, and responsibilities covered in a DOE directive or technical standard. An SD may be used to tighten or strengthen requirements in a DOE directive, but must not be used to reduce requirements.
- ll. Unauthorized Directives. Documents that apply recurring or long-term requirements to NNSA Federal or contractor organizations that have not been reviewed and issued through the DOE or NNSA formal directives processes (e.g., emails and memos, etc.). Unauthorized directives do not include communications from Contracting Officers and Contracting Officer's Representatives to contractors or to communications from DOE or NNSA attorneys. Unauthorized directives do not include documents that provide direction for individual or short-term tasks.

APPENDIX A: NNSA DIRECTIVES PROCESSES

1. **BACKGROUND.** This Appendix describes the processes to be used for creating, revising, certifying, or cancelling National Nuclear Security Administration (NNSA) directives.
2. **PROCESSES.**
 - a. Justification Memo. When the Office of Primary Interest (OPI) needs to create a new NNSA Policy (NAP), or when urgent changes must be made quickly to a NAP or Supplemental Directive (SD), a Justification Memo must be created.
 - (1) OPI drafts the Justification Memo from the template on the [NNSA Directives Portal](#).
 - (2) NNSA Directives Program Manager reviews the Justification Memo and determines whether it can go forward.
 - (3) Once approved to move forward, the memo is signed by the OPI's Head of NNSA Element (HE).
 - (4) The memo is signed by the NNSA Directives Program Manager and the Associate Principal Deputy Administrator, and it is sent to Executive Secretariat for the Administrator's signature.
 - (5) Administrator determines if the new NAP or urgent change is warranted and approves or denies the request by signing or rejecting the memo.
 - (6) If approved, the OPI develops the NAP or a redline version of the revised directive.
 - (7) NNSA Directives Team reviews the directive and:
 - (a) Places the new NAP into the RevCom process, or
 - (b) SDs or NAPs requiring limited updates to statutory, safety, security, or authorities, will be process through expedited RevCom. RevCom will be an expedited two (2) week process. [This process replaces the existing Advance Change Directive (ACD) terminology to ensure timely limited updates of NAPs and SDs.]
 - (c) Upon review/validation of NNSA SDs and/or NAPs, the document's date will be updated to reflect the date of the changes.

Note: When the changes are driven by statute, the directive is distributed to HEs and Directives Points of Contact for information only. The directive is processed as an administrative change specifically addressing the limited change/update.

- (8) If the Administrator rejects the memo, the directive action is terminated.

b. Review and Comment Draft.

- (1) OPI consults with the NNSA Directives Team Immediate Office of the Administrator, once the need to develop or revise a directive is identified.
- (2) NNSA Directives Team:
 - (a) Confirms there is no overlap or conflict with existing directives; and
 - (b) Determines if the proposed revision is administrative in nature.
- (3) OPI coordinates with the NNSA Directives Team to refine the draft of the directive.
- (4) OPI sends the following items to the [NNSA Directives Mailbox](#) for review when the OPI and NNSA Directives Team agree that the draft is ready for distribution:
 - (a) Microsoft Word file of the draft directive, including appropriate attachments, appendixes, and redline documents; and
 - (b) Concurrence from the HE that the draft is ready for review.

c. Review and Comment.

- (1) The NNSA Directives Team submits the directive for review to the automated review and comment system and sets the deadline (usually 30 days).
- (2) Emails are sent to NNSA's Directives Points of Contact (DPCs), the Department's Representative to the Defense Nuclear Facilities Safety Board, and the NNSA Central Technical Authority.
- (3) DPCs and their HE identify subject matter experts (SME) within the element to review the draft.
- (4) HEs have discretion to ask management and operating contractor SMEs to review the entire body of a directive. Contractor-originated comments that are accepted by DPCs must be submitted and defended by the federal element.

- (5) SMEs provide comments by the due date set by the DPC. If needed, DPCs can request an extension from the NNSA Directives Team via the [NNSA Directives Mailbox](#). However, extensions must be requested at least 5 business days prior to the deadline.
 - (a) SMEs must categorize comments as either *major* or *suggested*.
 - (b) SMEs must contact the OPI to clarify any questions related to potential major comments.
 - (c) Major comments from SMEs must contain the following information: a description of the issue, reason for the issue, and proposed resolution.
- (6) DPCs must review SME comments for clarity and relativity to the directive and must also check that each comment is properly labeled as *major* or *suggested*.
- (7) When SME comments do not meet the definition of a major comment, the DPC must change the comment to suggested in consultation with the SME. Disagreements must be referred to the HE or delegate for decision.
- (8) DPCs must obtain approval from the HE or delegate before submitting the element's official comments.

Note: Classified directives must not be transmitted via unclassified email systems. An email will be sent to the DPCs alerting them to the classified directive, and the selected SMEs must contact the OPI to secure a copy of the directive.

d. Comment Resolution.

- (1) The OPI reviews the comments received from all NNSA elements.
- (2) The OPI must address **major** comments by:
 - (a) Accepting the comment without change;
 - (b) Accepting the comment with modification; or
 - (c) Rejecting the comment.
- (3) OPIs must communicate with commenters whose major comments are partially accepted or rejected to avoid a non-concurrence during final review.

- (4) The OPI must address **suggested** comments by:
 - (a) Accepting the comment without change;
 - (b) Accepting the comment with modification; or
 - (c) Rejecting the comment.
- e. Concurrence Review.
 - (1) The directive is posted in the automated system and an email sent to each NNSA element's DPC for review (usually 2 weeks).
 - (2) A non-concur response must be in response to:
 - (a) Unsatisfactorily adjudicated comments, or
 - (b) Changes made during comment resolution that negatively affect the dissenting element.
 - (c) No new comments are accepted.
 - (3) If a non-concur is received, the OPI and non-concurring element must reach a resolution. If substantial changes are made in reference to a non-concur, the directive may go out for a second Concurrence Review, at the discretion of the NNSA Directives Program Manager.
- f. Impasse Process for Non-concurrences.
 - (1) NNSA Directives Team facilitates discussions between the OPI and SME when a major comment cannot be resolved.
 - (2) If this effort fails, the NNSA Directives Team facilitates a meeting between the OPI's and SME's Office Directors. If resolution cannot be achieved at the Office Director level, the NNSA Directives Team elevates discussions up the OPI's and SME's management chains until agreement is reached. Discussion continues until the disagreement reaches the respective HEs.
 - (3) If the HEs cannot reach resolution, the impasse is elevated to the Principal Deputy Administrator.
 - (a) The OPI collaborates with the NNSA Directives Team to prepare a summary of the impasse that describes the OPI's and SME's positions; the summary must be signed by the OPI's HE. The OPI must also obtain concurrence from the SME's HE on the summary.

- (b) The NNSA Directives Team requests a meeting with the Principal Deputy Administrator, and the HEs for the OPI and SME. The OPI sends the summary and any required paperwork to the NNSA Directives Team for transmittal to designated NA-1 representatives prior to the meeting.
- (c) The OPI collaborates with the NNSA Directives Team to develop a memo documenting the discussion and the Principal Deputy Administrator's decision. The NNSA Directives Team provides a copy of the memo to the SME's HE, DPC, and the SME. The OPI revises the directive to reflect the decision.

g. Final Draft.

- (1) After the comment resolution step is complete, the OPI sends the final draft to the [NNSA Directives Mailbox](#).
- (2) NNSA Directives Team assembles:
 - (a) Comment resolution matrix, which documents the resolution of major comments.
 - (b) Documentation showing the results of the Concurrence Review.
 - (c) Redlined and clean Microsoft Word versions of the draft directive (including appropriate attachments, appendixes, etc.).
 - (d) Record of decision documenting the Principal Deputy Administrator's decision, if necessary.

h. Signature.

- (1) The OPI and the NNSA Directives Team collaborate to write the memo that transmits the directive to the Administrator.
- (2) NNSA Directives Team:
 - (a) Sends the final draft of the Directive to the Defense Nuclear Security (NA-70) Classifiers to ensure no confidential information is contained in the directive.
 - (b) Assembles the signature package, which includes the transmittal memo, a clean copy of the final draft directive, the comment resolution report, a concurrence page, and any background documentation in eDOCS.

- (c) Submits the directive for review for any format or grammatical changes specific to the Administrator's preference by Executive Secretariat.
 - (d) Once reviewed by Executive Secretariat and the Print and Sign command is received, obtains the signature of OPI's HE on the transmittal memo and prints copies of the documents to assemble a physical signature package.
 - (e) Delivers the signature package to Executive Secretariat for transmittal to the Administrator.
 - (3) Executive Secretariat returns the signed package to the NNSA Directives Team for processing. The NNSA Directives Team notifies the OPI that the directive has been signed and proceeds to publish the directive.
 - (4) The NNSA Directives Team works with the OPI to determine the path forward to address the Administrator's concerns if the directive is not approved.
- h. Publish.
NNSA Directives Team:
 - (a) Places a certification due date on the title page of the directive prior to posting it.
 - (b) Posts the current directive, after NA-70 clearance received, and archives the cancelled directive on the [NNSA Directives Portal](#).
 - (c) Notifies the OPI, DPCs, and HEs that the directive has been published and is available on the NNSA Directives Portal.
 - (d) Informs the NNSA workforce via a quarterly Connect Message what directive actions have been completed.
- i. Administrative Changes. After the NNSA Directives Program Manager has agreed that the proposed changes are Administrative:
 - (1) OPI sends the redline and clean document and HE approval of the draft to the [NNSA Directives Mailbox](#).
 - (2) NNSA Directives Team:
 - (a) Places the NNSA Seal on the signature page.
 - (b) Updates the certification date on the front page.

- (c) Posts the revised directive and redline version on the [NNSA Directives Portal](#).

j. Certification of NNSA Directives.

- (1) The NNSA Directives Team distributes an annual checklist to each OPI that lists the directives due to be reviewed or certified.
- (2) The OPI completes the checklist and returns it to the [NNSA Directives Mailbox](#).
- (3) The NNSA Directives Team consults with the OPI after the OPI determines the directive is still relevant to determine if any proposed revisions are administrative or substantive in nature.
- (4) The Review and Comment or Administrative Change process described above must be followed.

k. Cancellation of NNSA Directives.

- (1) Office of Primary Interest (OPI):
 - (a) Consults with the NNSA Directives Team once the need to cancel a directive is identified.
 - (b) Provides the following information on the cancellation memo template for posting with the directive:
 - 1 Original intent of the directive and its revision history.
 - 2 Justification for cancelling the directive and reason the requirements are no longer needed.
 - 3 The cancellation's effect on the nuclear security enterprise and any cost savings, if applicable.
 - 4 Concurrence from the OPI's HE that the directive should be cancelled.
 - (c) The directive is distributed for a 2-week concurrence review and only major comments supporting a non-concur response are accepted.
 - (d) OPI documents the results of the concurrence review in the cancellation memorandum. After the OPI and the NNSA Directives Team agree the draft memo is ready for signature, the OPI sends a Microsoft Word file of the memo to the [NNSA Directives Mailbox](#).

- (e) NNSA Directives Team obtains approval of the cancellation memo by following the Signature process.
- (f) NNSA Directives Team posts the cancelled directive and the memo approving the cancellation in the archives section of the [NNSA Directives Portal](#) and notifies the Administration that the directive is no longer in effect.

APPENDIX B: DEVELOPMENT, REVISION, OR COMMENTING ON DOE DIRECTIVES

1. PURPOSE. To establish the requirements, responsibilities, and processes for developing or revising a Department of Energy (DOE) directive or forming a corporate position on a DOE directive.
2. REQUIREMENTS.
 - a. The processes defined in this Appendix must be followed when performing DOE directives actions.
3. RESPONSIBILITIES.
 - a. Administrator.
 - (1) Appoints a senior member of the front office to represent the National Nuclear Security Administration (NNSA) on the Directives Review Board (DRB).
 - (2) Delegates to Heads of NNSA Elements (HEs) the responsibilities assigned to the Heads of Departmental Elements in DOE O 251.1, *Departmental Directives Program*, current version.
 - (3) Co-signs the transmittal memo to the Deputy Secretary conveying an NNSA-owned DOE directive.
 - b. Heads of NNSA Elements (HEs).
 - (1) Directive Drafting.
 - (a) Initiate development or revision of DOE Orders for which they are the Office of Primary Responsibility (OPR).
 - (b) Ensure draft directives are processed within timelines approved by the DRB.
 - (c) Work with the NNSA Office of General Counsel and the Office of Partnership and Acquisition Services to develop contractor requirements.
 - (d) Ensure NNSA stakeholders have no objection to the directive prior to submitting it for review and comment.
 - (e) Submit the directive to the DOE Departmental Directives team for entry into the DOE automated review and comment system.

- (f) Follow the DOE O 251.1 processes for creating or revising a directive.
 - (g) Ensure requirements that do not apply to NNSA are clearly identified.
 - (2) Ensure the element implements a new or revised DOE directive as prescribed.
 - (3) Ensure that Contracting Officers, in conjunction with Field Office Managers, work with contractors to incorporate Contractor Requirements Documents into contracts, as appropriate.
 - (4) Execute responsibilities assigned to Heads of Departmental Elements in DOE O 251.1.
 - (5) Submit recommendations for the DOE directives prioritization process.
- c. Directives Review Board (DRB) Member.
 - (1) Attends DRB meetings and performs duties as assigned by the DRB Chair.
 - (2) Delegates responsibility to solicit, reconcile, and consolidate comments from NNSA elements to the NNSA Directives Team.
 - (3) Authorizes submission of NNSA comments to the Departmental Directives Program.
 - (4) Participates in impasse negotiations between NNSA and DOE when they are raised to the DRB.
- d. NNSA Directives Team.
 - (1) Provides administrative and analytical support to NNSA's DRB member.
 - (a) Confirms documents meet established criteria prior to formal submission to the DRB.
 - (b) Conveys significant concerns and issues to the NNSA DRB member.
 - (2) Serves as the DPC for NNSA.
 - (a) Executes administrative responsibilities delegated by the DRB member.
 - 1 Establishes and manages processes for developing NNSA's official position on DOE directives.

- 2 Manages the review of DOE directives through the automated review system.
- 3 Performs other DPC duties as appropriate.

4. PROCESSES.

a. DOE Directives Prioritization Data Call.

- (1) NNSA Directives Team Member.
 - (a) Solicits DOE directives that the Program Offices would like to revise, create, or cancel.
 - (b) Shares the results with DRB Member.
 - (c) Forwards the list to the Departmental Directives Program, with DRB Member's approval.
- (2) Program Offices.
 - (a) Provide justification for changes to DOE directives.
 - (b) Send their requests to the NNSA Directives Team.

Note: If the recommended DOE directive is not owned by an NNSA Program Office, the appropriate DOE Program Office makes the final decision as to whether revision is necessary.

b. Commenting on DOE Directives.

- (1) Directive Points of Contact (DPCs) and Subject Matter Experts (SMEs) follow requirements as defined for commenting on NNSA directives.
- (2) NNSA Directives Team.
 - (a) Requests that an SME from the NNSA Functional office review comments received from the complex, when NNSA is not the OPR.
 - (b) Send comments to DRB Member for authorization to submit to DOE.
 - (c) Submits comments to the Departmental Directives Program.

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APPENDIX C: REFERENCES

- a. 50 U.S.C. 2401 et seq., *National Nuclear Security Administration Act*.
- b. Title 41, Code of Federal Regulations (CFR), 102-193, *Creation, Maintenance, and Use of Records*.
- c. DOE O 251.1D, *Departmental Directives Program*, dated 01-xx-24.
- d. DOE O 410.1, *Central Technical Authority Responsibilities Regarding Nuclear Safety Requirements*, dated 08-28-07.
- e. Department of Energy Acquisition Regulation (DEAR) clause 970.5204-2, *Laws, Regulations, and DOE Directives*, (Dec. 2000).
- f. DOE, *Crosswalk of Directives Numbering System*,
<https://www.directives.doe.gov/development-and-review-of-directives/crosswalk-directive-numbering-system>
- g. NNSA Directives Website: <https://directives.nnsa.doe.gov/> (Location of directives, templates, delegations, designations, directive archives, and other helpful information.)