NNSA POLICY

NAP 110.1

Approved: 01-06-22
Admin Chg. 2: ~~10-05~~11-01-24 Certification Due: 10-05-27

DELEGATIONS AND DESIGNATIONS

NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of ~~Policy and Strategic Planning~~The Administrator

DELEGATIONS AND DESIGNATIONS

1. PURPOSE. To define the process for the preparation, issuance, and maintenance of Delegation and Designation Orders (Order[s]) within the National Nuclear Security Administration (NNSA).

2. AUTHORITY.

   This NNSA Policy (NAP) is written under 50 United States Code (U.S.C.) 2402(d), which gives the Administrator authority to establish NNSA-specific policies, unless disapproved by the Secretary.

3. CANCELLATION. Business Operating Procedure (BOP) 110.1, *Delegation and Designation of Authority*, dated 05-28-14.

4. APPLICABILITY.

   a. Federal. Applies to NNSA federal organizations.

   b. Contractors. Does not 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/Department of Energy (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:

         (a) Nuclear Safety Authorities, which are covered under Supplemental Directive (SD) 450.2-1, *Delegation of Nuclear Safety Authorities*.

         (b) A Delegation or Designation is not required for the following:

            1 Memorandum appointing an individual to serve in an acting capacity during the temporary absence of an NNSA official, e.g., vacation, travel, etc.

            2 Delegation of routine office-management or administrative responsibilities from one official to another within a particular office.

3 Specific actions assigned by law, regulation, or Executive Order to ~~the~~ NNSA, rather than a specific official. Requirements of this type are addressed through the DOE or NNSA directives system.

5. SUMMARY OF CHANGES.

a. Office of Primary Interest (OPI) changed from Office of ~~Business Services~~Policy and Strategic Planning ~~(NA-MB-22)~~ to the Office of ~~Policy and Strategic Planning (NA-1.1)~~the Associate Principal Deputy Administrator.

~~a.~~b. This NAP is the result of converting and revising BOP 110.1, *Delegation and Designation of Authority*.

~~b.~~a. ~~Office of Primary Interest (OPI) changed from Office of Business Services (NA-MB-22) to Office of Policy and Strategic Planning (NA-1.1).~~

c. Revised to match current template.

d. Simplified title.

e. Added Authority and Summary of Changes.

f. Updated process and added numbering scheme.

g. Updated definitions of *Designation* and *Delegation*.

h. General editing of language throughout.

6. BACKGROUND.

a. The authority of the Administrator and Under Secretary for Nuclear Security is provided in legislation or inherent in the position as head of the organization, and by the Secretarial Order of Delegation to the Under Secretary for Nuclear Security. Additional sources of authority are delegations made by the President through Executive Orders, and regulations issued by other executive agencies, (such as the Office of Management and Budget, the Office of Personnel Management, and the General Services Administration). All such authority is retained by the Administrator unless specifically delegated to another official through the delegation system.

b. Nothing in this NAP empowers any officer or employee of the NNSA to exercise authority that the Administrator may not redelegate by the terms of legislation, Executive Order, or other source of authority.

c. Types of Delegations.

(1) Those that flow from the Secretary to the Administrator and down.

(2) Those that flow from the Administrator or Head of NNSA Element and down.

(3) Those that flow from a DOE Order (such as Project Management Executive authorities).

d. Designations are used when law or regulation requires the appointment of an individual or position within the NNSA as the Agency Official or focal point for a specific program or activity.

7. REQUIREMENTS.

a. Each Delegation or Designation Order must include the following:

(1) Citation of the original source of authority (e.g., statute, Executive Order or proclamation, Secretarial Delegation Order, or regulations issued by other Executive Branch agencies);

(2) Description of the authority being assigned;

(3) Any limitations imposed, including restrictions on reassigning the authority;

(4) Citation of any previous Order that is to be amended or rescinded, if applicable;

(5) A signature block;

(6) Standard boilerplate language and format as posted on the NNSA Directives ~~website~~Portal; and,

(7) The line: Dated this _____ day of _____ 20___.

b. Redelegations or redesignations must abide by any restrictions in the original Order.

c. The Order must not relinquish the delegant's power to exercise that authority or relieve the delegant from responsibility for actions taken pursuant to the Order.

d. Any amendment to an existing Order must be incorporated into the existing Order and, where applicable, any associated redelegations or redesignations.

e. Designations and Delegations must follow the process defined in Appendix A.

f. Delegations or Designations to individuals expire or must be rescinded if the individual leaves NNSA.

8. RESPONSIBILITIES.

a. Administrator. Signs Orders flowing from that position.

b. Heads of NNSA Elements.

(1) Recommend to the Administrator areas in which formal Orders are appropriate and draft the proposed Order.

(2) Sign Orders flowing from that position.

(3) Ensure appropriate coordination of proposed Delegations and Designations with the NNSA General Counsel, the Workforce Planning and Data Analytics Team and, when appropriate, any other NNSA or Departmental Element having a direct interest in the delegation.

(4) Exercise the assigned authority in conformity with any requirements that the official assigning the authority would be called upon to observe and in accordance with relevant Departmental policies, standards, programs, organization, and budgetary limitations, and prescribed administrative instructions.

(5) Review all delegated and designated authorities within their program area periodically to determine their continued appropriateness and to ensure consistency with program goals.

c. NNSA General Counsel (NA-GC).

(1) Provides legal advice and guidance, as requested, with respect to delegations, redelegations, designations, and redesignations.

(2) Reviews and concurs on all proposed formal Orders for legal sufficiency.

d. Workforce Planning and Data Analytics Team (NA-MB-16).

(1) Reviews all proposed Orders to ensure consistency between the proposed action and the organizational assignment of other functions and authorities.

(2) Ensures that existing Orders are consistent with proposed organizational changes and recommends changes to Orders, as appropriate.

e. Office of ~~Policy and Strategic Planning~~the Associate Principal Deputy Administrator, NNSA Directives Team (NA-3~~1.1~~).

(1) Prescribes the format and minimum elements to be included in Delegations and Designations and ensures proposed Orders are formatted correctly.

(2) Assigns Delegation and Designation numbers, and posts the Orders to the NNSA Directives website or submits the Order to DOE for numbering and posting on the DOE Directives website.

(3) Provides technical advice and guidance, as requested, with respect to delegations and designations.

9. DEFINITIONS.

a. Action Memorandum. Memorandum developed by the OPI for the Administrator or Delegant as a decision-making tool to obtain a determination or action requested on the OPI recommendations. The goal of the memorandum is to define the issue, provide necessary background information, impact to the mission, urgency of action, and present a recommendation.

b. Delegation. The transfer of authority from the vested position or official to another position or official, usually at a lower organizational level.

c. Delegation Order. The written document used to affect a formal Delegation of Authority.

d. Designation. The appointing of an individual or position when law or regulation requires the appointment of an Agency Official as the focal point for a specific program or activity.

e. Designation Order. The written document used to affect a formal Designation of Authority.

f. Electronic Document Online Correspondence and Concurrence System (eDOCS). The DOE/NNSA solution for Electronic Document and Records Management. eDOCS is a web-based application that allows organizations to control, assign, route, track, and manage executive correspondence.

g. Head of NNSA Element. Deputy Administrators, Associate Administrators, Field Office Managers, General Counsel, the Director of the Office of Policy and Strategic Planning, and the Director of the Office of Cost Estimating and Program Evaluation.

h. Office of Primary Interest (OPI). The NNSA Element responsible for originating and writing a Delegation or Designation Order and the Action Memorandum.

i. Redelegation. The delegation of an authority by an official who obtained that authority by virtue of a Delegation from another official.

10. REFERENCES.

a. Public Law 95-91, 42 U.S.C. 7101, *Department of Energy Organization Act*, specifically section 201, which creates the position of Secretary of Energy; and section 642, which provides for the delegation of authority by the Secretary.

b. Title XXXII of the *National Defense Authorization Act* for Fiscal Year 2000, Public Law 106-65, as amended (otherwise known as the *NNSA Act*).

11. CONTACT. Office of Policy and Strategic Planning, NNSA Directives Team, NNSADirectives@nnsa.doe.gov.

BY ORDER OF THE ADMINISTRATOR:

Administrative Change approved: 07-31-2023

Appendixes:
A: Development of Delegation and Designation Orders
B: Numbering the Delegation or Designation Order

APPENDIX A: DEVELOPMENT OF DELEGATION AND DESIGNATION ORDERS

1. INTRODUCTION.

Development of Delegation or Designation Orders must follow the process below. When a Delegation or Designation Order is revised, it must rescind (cancel) any Order that preceded it.

2. PROCESS.

a. The Office of Primary Interest (OPI) downloads the template for a Delegation or Designation Order from the NNSA Directives ~~website~~Portal.

b. The OPI drafts the Delegation or Designation Order and Action Memorandum (if the Administrator is the delegant~~), and~~) and enters them into the ~~Electronic Document Online Correspondence and Concurrence System (~~eDOCS~~)~~.

c. The OPI routes the eDOCS package to the Office of ~~Policy and Strategic Planning~~the Associate Principal Deputy Administrator (NA-~~1.1~~3); NNSA General Counsel (NA-GC); the Office of Human Resources, Workforce Planning and Data Analytics Team (NA-MB-16); and any other NNSA Element having an interest in the action.

d. NA-~~1.1~~3 Directives Team assigns a number to the Order if it flows from the Administrator or the authority comes from a Department of Energy (DOE) Order. If the Order flows from the Secretary's line of authority, the DOE Directives Management Team assigns the number.

e. Once all affected elements have concurred, the eDOCS package is routed to Executive Secretariat for signature processing if the Administrator is the delegant. Otherwise, the eDOCS package is routed to the delegant for signature.

f. Once signed, the Order is posted to either the DOE Directives website (if it flows from the Secretary) or to the NNSA Directives website.

APPENDIX B: NUMBERING THE DELEGATION OR DESIGNATION ORDER

1. INTRODUCTION.

When the Delegation or Designation Order flows from the Administrator or Head of Element, the Office of ~~Policy and Strategic Planning~~the Associate Principal Deputy Administrator, NNSA Directives Team (NA-3~~1.1~~), assigns the number and posts the Order on the National Nuclear Security Administration (NNSA) ~~Directives website~~Directives Portal.

If the Delegation Order flows from the Secretary's delegation to the Administrator, the Department of Energy (DOE) Directives Management Team assigns the number and posts the Order on the ~~DOE Directives website.~~DOE Directives Portal.

2. NUMBERING SCHEME.

a. The number follows the scheme: NA-YYYY-DEL-Delegant-Delegate-Sequence Number or NA-YYYY-DES-Designator-Designate-Sequence Number.

(1) Examples:

(a) **NA-2021-DEL-NA1-~~APM1~~NAPAS1-01** – this is the first delegation from the Administrator to the head of the Office of ~~Acquisitions and Project Management~~Partnership and Acquisition Services (NA-~~APM~~PAS) in the year 2021.

(b) **NA-2021-DEL-~~APMR~~NAPAS-NA10-01R** – this is a redelegation from ~~APM~~ NA-PAS to the Office of Defense Programs (NA-10) in the year 2021.

(c) **NA-2021-DEL-NAIM-NA70-01** – this is the first delegation from the Office of Information Management (NA-IM) to the Office of Defense Nuclear Security (NA-70).

(d) **NA-2021-DEL-NAIM-NA70-01a** – this is ~~an~~ the amended delegation from NA-IM to NA-70 ~~in~~from the year 2021.

(e) **NA-2021-DES-NA1~~0~~-NA19-01** – this is ~~a~~the first designation from NA-1~~0~~ to the Assistant Deputy Administrator for Production Modernization (NA-19).

~~(e)~~

(2) Sequence Number:

(a) The Sequence Number is usually 01.

(b) If a new Delegation or Designation Order is made from the same originator to the same individual the Sequence Number is increases by 1.

(c) When an Order is amended, a lowercase letter follows the Sequence Number.

~~When an individual redelegates or redesignates authority, a capital R is added to the delegant or designator~~.

b. When the delegation or designation is to an individual, the numbering scheme is NA-YYYY-Delegant-Delegate-Sequence Number or NA-YYYY-DES-Designator-Designee-Sequence Number.

Examples:

(a) NA-2024-DEL-NA10-SMITH-01 – this is a delegation from NA10 to Smith. The text of the Order will provide the full name and position, as necessary.

~~(d)~~(b) NA-2024-DES-NA10-SMITH-01 – this is a designation from NA10 to Smith. The text of the Order will provide the full name and position, as necessary.