

- DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 410, CHAPTER II, MANAGEMENT OF NUCLEAR MATERIALS**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Page Change

3. APPLICABILITY: Does directive cover work performed by contractor(s)? Check appropriate boxes:

No (all contractors)

Yes If yes, whom? LMES ORAU SURA LMER

Other contractors (list by type)

4. SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:

Incorporates Chapter II in the 410 Series (formerly ORIG 5660.1A).

5. CONTACT POINT: Rov E. Ross Evaluation and Control Division, FM-73 576-9652
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORIG 5660.1A	1-7-93	ORO Control Form	5-31-96
		ORO O 410, Chapter II	5-31-96

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

5/31/96
Date

U.S. Department of Energy

Oak Ridge Operations

ORO O 410
Chapter II

DATE: 05-31-96

SUBJECT: MANAGEMENT OF NUCLEAR MATERIALS

1. PURPOSE. This Chapter correlates to DOE O 415.1 (formerly DOE 5660.1B), MANAGEMENT OF NUCLEAR MATERIALS, dated May 26, 1994, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and its contractors for the management of nuclear materials. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 5660.1A, MANAGEMENT OF NUCLEAR MATERIALS, dated January 7, 1993.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, Lockheed Martin Energy Systems, Inc., and Lockheed Martin Energy Research.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Enrichment Facilities.
 - (1) Ensures that Oak Ridge National Laboratory (ORNL) provides the 10-year forecast of nuclear materials requirements, and obtains ORO Site Program Manager approval of it prior to submission to Evaluation and Control Division (ECD).
 - (2) Coordinates with the Y-12 Site Office, contractors, and Nuclear Materials Manager staff for special nuclear materials transaction deliveries based on approved materials allotments.
 - (3) Provides to ECD a 3-year forecast of projected special nuclear materials (SNM) deliveries for foreign and domestic (non-DOE) customers by February 1. These materials will be categorized by the type and number of contract, quantity, assay, and material form.
 - b. Director, Evaluation and Control Division.
 - (1) Performs those tasks identified in DOE O 415.1 as follows:
 - (a) Subparagraphs 6f(1), (2), and (6)-(11);
 - (b) Chapter I, subparagraph 2a (forecast of requirements);

- (c) Chapter II, subparagraph 2a (Materials Management Plan);
 - (d) Chapter III, subparagraph 6c (guidance, funding, and implementation of studies);
 - (e) Chapter V, subparagraph 4a (inventories); and
 - (f) Chapter VII, subparagraph 3 (appraisals).
- (2) Reviews and approves the nuclear materials forecasts and related assumptions for ORO programs.
 - (3) Provides the Contracting Officers' Representatives (COR) with assumptions to be used in preparing annual nuclear materials management reports.
 - (4) Issues withdrawal allotments to the COR for SNM from the Materials Manager's Inventory and ensures that they fall within the established allotment control system mandated by the Director, Office of Nuclear Weapons Management, DP-22, Headquarters (HQ).
- c. Site Manager, Y-12 Site Office.
- (1) Provides to ECD copies of the Request for Special Work forms for all foreign and domestic (non-DOE) and nonweapons deliveries of SNM.
 - (2) Provides heavy water requirements to ECD for input to Savannah River Operations within 15 days upon receipt of the annual nuclear materials assumptions.
 - (3) Provides an annual 3-year forecast of depleted uranium to ECD no later than August 1.
 - (4) Provides to ECD semiannual Department of Defense deuterium/heavy water inventory report no later than May 15 and November 15.
- e. Contracting Officers' Representatives.
- (1) Perform those tasks identified in DOE O 415.1, subparagraphs 6f(3)-(5) and (12)-(15).

- (2) Ensure that contractors and subcontractors provide timely nuclear materials management plans, allotment status reports, and assessment plans.
- (3) Assist in annual site appraisals of nuclear materials management.
- (4) Provide to ECD copies of special analytical studies related to SNM.

5. REQUIREMENTS AND PROCEDURES.

- a. Forecasting Nuclear Materials Requirements. The 10-year nuclear materials forecast requirements will be provided to the ECD no later than January 25 in format for electronic transmission and conversion to storage media usable on personal computers. Quantities of one gram or more of nuclear materials defined in DOE O 415.1, Chapter I, subparagraph 3a(2), will be reported. The Nuclear Materials Draft forms, which were used in previous nuclear materials transactions, are no longer required by ORO. This report will be prepared using the “Materials Forecast and Allotment System” developed by HQ.
- b. Materials Management Plan. Y-12 and ORNL Site Offices will submit their nuclear materials management plan on or before August 25. The Nuclear Materials Management and Safeguard Systems (NMMSS) June 30 inventory data should be used in preparing the nuclear materials management plan. The nuclear materials management plans are to be provided in format for electronic transmission and conversion to storage media usable on personal computers. The ORO nuclear materials management plan is due to HQ by September 15.
- c. Studies and Plans. All ORO Site Offices will utilize the format outlined in DOE O 415.1, Chapter III, for conducting their analytical studies. The Y-12 Nuclear Materials Management Scrap Plan for Enriched Uranium will be prepared and issued annually by November 1.
- d. Nuclear Materials Allotments. Authorization for withdrawal or shipment of any nuclear materials will be obtained by the respective site prior to any such transaction, as required in DOE O 415.1, Chapter IV. The semiannual allotment status reports will be submitted to ECD by May 15 and November 15. Comments to support any significant changes in transactions will be included in the report. The end of the fiscal year allotment status reports will contain a summary of all withdrawals and returns, which will be submitted in format for electronic transmission and conversion to storage media usable on personal computers.

- e. Annual Nuclear Materials Inventories Reports. Y-12 and ORNL Site Offices will provide to ECD an annual assessment of its nuclear materials inventories for the past fiscal year no later than December 1. Verification of the cost data in the NMMSS reports should be requested from ECD when preparing assessment reports.
 - f. Inactive Materials. Timely identification and reporting of nuclear materials as outlined in this chapter will be conducted by each site. All materials that are inactive for one year or longer with no programmatic requirement will be included in the reporting process.
 - g. Miscellaneous Activities. All ORO Site Offices will review all assigned project numbers annually and report any recommended changes to ECD by August 1.
- 6. REFERENCES. None.
 - 7. DEFINITIONS. None.
 - 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
 - 9. ATTACHMENTS. None.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Implement materials management programs that conform with the policies and standards set forth in DOE O 415.1 and this Chapter.
2. Incorporate appropriate materials management provisions in subcontracts.
3. Identify and promptly handle excess materials in accordance with DOE O 415.1 and this Chapter.
4. Process and/or dispose of scrap consistent with DOE policy and procedures and appropriate funding availability.
5. Provide to the COR by December 31 of each year forecasts for each existing, authorized, and contemplated research, development, and reactor project having or needing nuclear materials during the ensuing 10 fiscal years.
6. Perform analytical studies of nuclear materials management optimization issues based on guidance and information provided by DOE, and coordinate such studies with the appropriate Headquarters organization.