

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, Chg. 1, MANAGEMENT OF NUCLEAR MATERIALS**

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

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to the Chapter include editorial revisions to (1) indicate the correct number of the correlating DOE Order (DOE 5660.1B), (2) show the current organizational title of the ORO Financial Evaluation and Accountability Division (formerly the Evaluation and Control Division), (3) update and modify the responsibilities and citations given for the DOE Order in subparagraphs 4a-e, (4) update the schedules referenced in subparagraphs 5a-d, and (5) modify paragraph 4 and the Contractor Requirements Document to address flow-down of pass-through requirements for Federal responsibilities.

5. **CONTACT POINT:** Roy Ross Financial Evaluation and Accountability 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>
ORO O 410, Chapter II	05/31/1996	ORO O Control Form	09/21/1998
Pages II-1 through II-5		ORO O 410, Chapter II, Chg. 1, Pages II-1 through II-5	09/21/1998

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

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

Original signed by

Jennifer H. Cusick, AD-440

09/21/1998

Signature Management Analyst, AD-440

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 410 Chapter II Chg. 1

DATE: 09/21/1998

SUBJECT: MANAGEMENT OF NUCLEAR MATERIALS

1. PURPOSE. This Chapter correlates to DOE 5660.1B, MANAGEMENT OF NUCLEAR MATERIALS, dated May 26, 1994, and subsequent DOE Defense Programs policy guidance, SUMMARY OF NUCLEAR MATERIALS MANAGEMENT POLICY GUIDANCE, dated December 8, 1997, by assigning responsibility and accountability and providing administrative and contractual 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 ORO O 410, Chapter II, MANAGEMENT OF NUCLEAR MATERIALS, dated May 31, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and contractors to the extent set forth in their contract.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) sets that may not include requirements referenced or included in DOE 5660.1B or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
 - a. Assistant Manager for Laboratories.
 - (1) Ensures that the Oak Ridge National Laboratory (ORNL) annually provides a 10-year forecast of nuclear materials requirements, and reviews/approves this forecast prior to submission to the ORO Financial Evaluation and Accountability Division (FEAD).
 - (2) Coordinates with the Y-12 Site Office, ORO contractors, and ORO Nuclear Materials Manager staff for special nuclear materials transaction deliveries based on approved materials allotments.
 - b. Assistant Manager for Enrichment Facilities.
 - (1) Provides to FEAD a 3-year forecast of projected special nuclear materials (SNM) deliveries for foreign and domestic (non-DOE) customers by June 1. These materials will be categorized by the type and number of contract, quantity, assay, and material form.

- c. Director, Financial Evaluation and Accountability Division (FEAD).
 - (1) Performs those tasks identified in DOE 5660.1B as follows:
 - (a) Subparagraphs 8i (1), (2), (5)-(11), and (18);
 - (b) Chapter I, subparagraph 2a (which addresses forecasting requirements) as modified by the referenced December 1997 policy guidance and any subsequent revisions;
 - (c) Chapter III, subparagraph 5c (which addresses guidance, funding, and implementation of analytical studies); and
 - (d) Chapter V, subparagraph 2a (which addresses inventory management).
 - (2) Reviews and approves the nuclear materials forecasts and related assumptions for ORO programs.
 - (3) Provides the Contracting Officer's 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).
- d. Site Manager, Y-12 Site Office.
 - (1) Provides to FEAD copies of the Request for Special Work forms for all foreign and domestic (non-DOE) and nonweapons deliveries of SNM.
 - (2) Performs those tasks identified in DOE 5660.1B, subparagraph 8i(18).
 - (3) Provides an annual 3-year forecast of depleted uranium to FEAD no later than August 1.
 - (4) Provides to FEAD semiannual Department of Defense deuterium/heavy water inventory report no later than May 15 and November 15.
- e. Contracting Officer's Representatives.
 - (1) Perform those tasks identified in DOE 5660.1B, subparagraphs 8i (3)-(5) and (12)-(15), to the extent those requirements are included in a contract.
 - (2) Determine which actions are to be taken by contractors and subcontractors to meet the allotment status report and assessment plan objectives of DOE 5660.1B.

- (3) Assist in annual site appraisals of nuclear materials management.
- (4) Provide to FEAD 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 FEAD no later than May 25 in a format for electronic transmission and conversion to storage media usable on personal computers. Quantities below the threshold quantities defined in DOE 5660.1B, Attachment I-1, subparagraph 1b, may be omitted. This forecast will be prepared using the "Materials Forecast and Allotment System" developed by HQ. These requirements are applicable to weapons and non-weapons research and development projects, non-production reactor projects (e.g., research reactor fabrication feedstock), and weapons projects (e.g., pit refabrication).
- b. 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 5660.1B, Chapter IV. The annual allotment status reports will be submitted to FEAD by 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.
- c.. Annual Nuclear Materials Inventories Reports. Unless otherwise agreed, all ORO Site Offices (Y-12, ORNL, East Tennessee Technology Park, Portsmouth and Paducah) will provide to FEAD an annual assessment of its nuclear materials inventories for the past fiscal year within 60 days of reconciling end-of-year inventories with the Nuclear Materials Management and Safeguards System (NMMSS), using guidance provided through the CORs.
- d. Miscellaneous Activities. All ORO Site Offices will annually review all assigned project numbers and report any recommended changes to FEAD within 15 days of receiving the NMMSS T-147 report.

6. REFERENCES.

Memorandum from Mark E. Byers to Assistant Manager for Defense Programs, ORO, SUMMARY OF NUCLEAR MATERIALS MANAGEMENT POLICY GUIDANCE, dated December 8, 1997, and subsequent revisions.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter will accomplish the following to the extent set forth in their contract:

1. Implement materials management programs that conform with the policies and standards set forth in DOE 5660.1B and this Chapter.
2. Incorporate appropriate materials management provisions in subcontracts.
3. Identify and promptly handle excess materials in accordance with DOE 5660.1B 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 May 25 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.