

SAFEGUARDS, SECURITY, & EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

SUBJECT: MANAGEMENT OF NUCLEAR MATERIALS

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
 - a. Assistant Manager for Science.
 - (1) Ensures that the Oak Ridge National Laboratory (ORNL) annually provides a 5-year forecast of nuclear materials requirements, and reviews/approves this forecast prior to submission to the ORO Office for Security and Emergency Management (OSEM).
 - (2) Coordinates with ORO contractors, and OSEM staff for special nuclear materials transaction deliveries based on approved materials allotments.
 - b. Assistant Manager for Security and Emergency Management.
 - (1) Performs those tasks identified in DOE O 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 Representative(s) (COR) with assumptions to be used in preparing the annual nuclear material inventory assessment.
 - (4) Issues withdrawal allotments to the COR for Special Nuclear Material (SNM) from the Materials Manager's Inventory and ensures that they fall within the established allotment control system mandated by the Director, Office of Stockpile Technology, NA-123, National Nuclear Security Administration.
 - d. Contracting Officer's Representatives.
 - (1) Perform those tasks identified in DOE O 5660.1B, subparagraphs 8i (3)-(5) and (12)-(15), to the extent those requirements are included in a contract.

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- (2) Determine which actions are to be taken by contractors and subcontractors to meet the allotment status report and assessment plan objectives of DOE O 5660.1B.
- (3) Assist in site appraisals of nuclear materials management.
- (4) Provide to OSEM copies of special analytical studies related to SNM.

4. REFERENCES.

- a. Memorandum from Xavier Ascanio, Director, Office of Operations and Construction Management for Defense Programs, SUMMARY OF NUCLEAR MATERIALS MANAGEMENT POLICY GUIDANCE, dated December 12, 2003, and subsequent revisions.