

ORO CONTROL FORM - 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, Change 3, MANAGEMENT OF NUCLEAR MATERIALS**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive

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

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (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 impacts? No Yes
If yes, describe: This ORO Chapter is part of the ORO sunset review. Changes to this Chapter include editorial revisions to (1) delete reference to NNSA Y-12 Site Office; (2) revise Paragraph 5c; and (3) update References.

5. CONTACT POINT: Thomas H. Wynn Uranium Management Group, NU-51 576-0630
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 Control Form	07/16/2001	ORO Control Form	02/23/2004
ORO O 410, Ch. II, Chg. 2	07/16/2001	ORO O 410, Ch. II, Chg. 3	02/23/2004

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives 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
Wayne H. Albaugh 02/23/2004
Signature: DMG Team Leader, AD-440 Date

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

Rev. 11/06/2003

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 410, Chapter II, Change 3, MANAGEMENT OF NUCLEAR MATERIALS, dated
02/23/2004**

PURPOSE OF TRANSMITTAL: New Directive Revised Directive**DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?** Yes No
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 410, Chapter II, Change 2, MANAGEMENT OF NUCLEAR MATERIALS, dated 07/16/2001.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **03/10/2004**.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:**Does this Directive affect the work performed by BWXT Y-12, L.L.C.?** Yes No**Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?** Yes No**If "Yes,"** list the subcontractors:

Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (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.

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? Yes NoList summary of Directive changes and, **if "Yes"** above, describe the significant changes or impacts:**IMPLEMENTATION:** Does the Directive contain special implementation requirements and/or dates? Yes No**If "Yes,"** describe:**FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?**Is a new or revised supplemental Directive required? Yes No**If "Yes,"** target date for submission of YSO Directive is _____.**IDENTIFY CONTACT POINT:** Becky Eddy 576-4119
Name Telephone**APPROVED BY COR FOR DIRECTIVES:** Diane McCarten 03/11/2004 576-9330
Signature Date Telephone

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh, AD-440 03/15/2004
Name Date

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

(Revised 11/06/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 410
Chapter II
Change 3

DATE: 02/23/2004

SUBJECT: MANAGEMENT OF NUCLEAR MATERIALS

1. PURPOSE. This Chapter correlates to DOE 5660.1B, MANAGEMENT OF NUCLEAR MATERIALS, dated May 26, 1994, and subsequent Department of Energy (DOE) Defense Programs Policy Guidance, SUMMARY OF NUCLEAR MATERIALS MANAGEMENT POLICY GUIDANCE, dated December 12, 2000, 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 Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 410, Chapter II, Change 2, MANAGEMENT OF NUCLEAR MATERIALS, dated July 16, 2001.
3. APPLICABILITY. The provisions of this Chapter apply to ORO 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 5-year forecast of nuclear materials requirements, and reviews/approves this forecast prior to submission to the ORO Office of Nuclear Fuel Security and Uranium Technology (NFSUT).
 - (2) Coordinates with ORO contractors, and ORO Nuclear Materials Manager staff for special nuclear materials transaction deliveries based on approved materials allotments.
 - b. Director, Office of Nuclear Fuel Security and Uranium Technology.
 - (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 Representative(s) (COR) with assumptions to be used in preparing annual nuclear materials management reports.
 - (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 Nuclear Weapons Management, DP-124, DOE Headquarters (HQ).
- d. 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 NFSUT copies of special analytical studies related to SNM.

5. REQUIREMENTS AND PROCEDURES.

- a. Forecasting Nuclear Materials Requirements. The 5-year nuclear materials forecast requirements will be provided to the NFSUT 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 DOE HQ. These requirements are applicable to weapons and non-weapons research and development projects, non-production reactor projects (e.g., research reactor fabrication feedstock).
- 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 NFSUT 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, including, Oak Ridge National Laboratories, and East Tennessee Technology Park, and sites under the Portsmouth Paducah Project Office, will provide to NFSUT an annual assessment of its nuclear materials inventories for the past fiscal year within 60 calendar 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 NFSUT within 15 calendar days of receiving the NMMSS T-147 report.

6. REFERENCES.

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

7. DEFINITIONS. None.

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

9. ATTACHMENTS.

- a. 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 nuclear materials management programs that conform with the policies and standards set forth in Department of Energy (DOE) 5660.1B and this Chapter.
2. Incorporate appropriate nuclear materials management provisions in subcontracts.
3. Identify and promptly handle excess nuclear 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 Contracting Officer's Representative by May 25 of each fiscal year forecasts for each existing, authorized, and contemplated research, development, and reactor project having or needing nuclear materials during the ensuing 5 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 DOE Headquarters organization.