

BUSINESS OPERATING PROCEDURE

BOP-00.01

Approved: 6-24-13

NNSA MANAGEMENT COUNCIL



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of the Principal Deputy Administrator**

AVAILABLE ONLINE AT:
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INITIATED BY:
Office of the Principal
Deputy Administrator

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NNSA MANAGEMENT COUNCIL

1. **PURPOSE**. To formalize the NNSA Management Council operating principles and membership.
2. **CANCELLATIONS**. NAP-20, *NNSA Management Council*, dated 8-31-07.
3. **APPLICABILITY**. This Business Operating Procedure applies to NNSA Federal elements.
4. **BACKGROUND**. The NNSA Management Council is comprised of select senior managers and is a forum for discussions and decisions regarding NNSA policies, practices, and priorities. These include: activities and decisions associated with the Planning, Programming, Budgeting, and Evaluation (PPBE) system; Human Capital Programs; Acquisition Management; Information Technology policies and initiatives for each NNSA Federal element; coordination of NNSA responses to DOE taskings and directives; and, providing leadership for management initiatives. The NNSA Management Council will also strive to improve operational efficiencies and effectiveness, enhance organizational communications and provide overall NNSA corporate direction and guidance. The NNSA Management Council will also facilitate high-level policy integration and dispute resolution.
5. **REQUIREMENTS**.
 - a. The Principal Deputy Administrator will chair the NNSA Management Council. The NNSA Associate Principal Deputy Administrator will serve as the Alternate Chair. The NNSA Chief of Staff will serve as the Executive Secretariat. Other members include all Deputy Administrators, all Associate Administrators, the NNSA Chief Scientist, and the NNSA General Counsel. Field Office Managers are invited to participate as observers.
 - b. Other NNSA senior officials may be called upon to participate in NNSA Management Council activities.
 - c. The NNSA Management Council will meet as necessary to complete agenda items. The agenda and relevant information will be distributed in advance of each meeting. A summary of each meeting's proceedings will be recorded and maintained by the Executive Secretariat.
6. **RESPONSIBILITIES**.
 - a. **Principal Deputy Administrator**. The Principal Deputy Administrator shall:
 - (1) Maintain this Policy Letter. Any changes and/or deviations will be accomplished in accordance with NNSA Supplemental Directive 251.1.
 - (2) Serve as Chair of the NNSA Management Council.
 - (3) Approve all agenda topics.

- (4) Keep the Administrator current on NNSA Management Council activities and secure the Administrator's final decisions on NNSA Management Council matters, as required.
 - (5) Receives input from inter-contractor organizations such as Energy Facilities Contractors Group (EFCOG), the National Laboratory Directors Council (NLDC), etc. for consideration by the NNSA Management Council.
- b. The Associate Principal Deputy Administrator is the Alternate Chair.
- c. NNSA Chief of Staff. The NNSA Chief of Staff shall:
- (1) Serve as the Executive Secretariat.
 - (2) Approve participation of an alternate should a member be unable to attend a meeting.
 - (3) Solicit proposed agenda topics; distribute agenda topics, summary sheets, and advance reading material; maintain a revolving agenda; and, maintain and distribute meeting minutes.
- d. Each member of the NNSA Management Council is committed to the partnership of the NNSA Management Council and will be actively involved. Each member will promote open communications and submit proposed agenda topics in the prescribed format.
7. CONTACT. Principal Deputy Administrator for the National Nuclear Security Administration, (202) 586-5555.

BY ORDER OF THE ADMINISTRATOR:



Neile L. Miller
Acting Administrator