Information and tips for using the NNSA Directives Portal
The **NNSA Directives Portal** application is an enterprise content and document management system for policies and procedures that allows us to organize the NNSA Directives and other information simply and quickly in a secure, robust environment.

Documents are organized by number, subject, type, source, and issue date—and the Directives Portal lets us craft the pathways for browsing and searching that makes the most sense for employees, managers, and contractors throughout NNSA.

The Portal keeps track of all NNSA Directives (Advanced Change Directives, Supplemental Directives, Policies, and Business Operating Procedures) versions and changes. The system tracks the full life-cycle of every document, from issuance to final cancellation. With a fully indexed and searchable archive, users can easily identify all of the directives that were in effect on any given day.

...So, how do I navigate through the site?
The home page uses a simplified design that highlights the primary components of the site: Directives, News and Updates, and a menu at the right of the page for accessing NNSA RevCom, References and Tools.

The toolbar at right provides easy access to operations and resources frequently used by Authorization Coordinators (ACs), Writers, and managers.

Links to lists of the most recent updates and news items are here along with a link to sign up for Email Alerts.
The toolbar available at the right side of every page is a series of links to familiar material related to NNSA Directives. In order from the top are links to

- NNSA RevCom, the online review, comment, and approval system for draft NNSA Directives. You can sign in here to review documents.

- AC Resources includes program information, a current list of NNSA Authorizing Coordinators (ACs) and their responsibilities.

- NNSA Directives Tools, includes useful material for Writers, ACs and subject matter experts, including how NNSA Directives are processed and a collection of templates for document development.


- Archives are previous versions of current documents.

- Help is where you can find information about searching portal content and review FAQs.

Click on the tools to explore content for each.
There are three ways to locate documents on this site.

Enter a document number or text and select the status and issuing organization to quickly search the collections.

Select **Advanced Search** to narrow your search using advanced criteria.

Select **Directives** or **Archives** to browse the document collections.
In addition to searching within the NNSA Directives Portal, you have the option to search the DOE Directives and DOE Technical Standards Portals. You will also have the option to concurrently search those documents.

For example, if you choose Current under **Status** and All under **Organization** and search for “radiation protection,” the results will include listings of current documents from the NNSA Directives, DOE Directives and DOE Technical Standards Portals.

The search box is in the upper right corner anywhere on the site. Use quotation marks as well as AND and OR operators to make your search more restrictive.
Click on **Advanced Search** when you have specifics for your inquiry
- Select from the options available to narrow or expand your search.
- Select one or more from Document Status collection (current, archive or draft).
- Choose one or more document types.

The following are optional but will help to refine your search:
- Enter text of interest (use AND/OR to combine multiple words).
- Enter a document title.
- Enter all or part of a document number (e.g., entering 6-A would return that NAP).
- Select an office of primary interest (OPI) to find all documents produced by that organization. You can choose more than one.
- Enter dates to limit your search to a specific time period.
The design incorporates faceted browsing capabilities into a single-page user interface.

Choose one of these tabs to find documents by Status.

Use the options on the left to limit the list display based on various criteria.
Faceted search/navigation/browsing (at left of the document list) allows you to set limits on the list that is being displayed. You will be “filtering” the list.

- Choose one or more of the Directive Types (NNSA Business Operating Procedure, NNSA Notice, NNSA Policy, Supplemental Directive). Everything you have not selected will be filtered out of the list.
- You can select an OPI.
- Narrow your list by Issue Date within a specific time period.
- As you filter your search, you will see the list of documents change to accommodate your filters. You can remove some or all of the filters in the last box to revise or you can choose Remove all.

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Type</th>
<th>OPI</th>
<th>Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP-00.01A</td>
<td>Senior Leadership Councils</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of the Administrator</td>
<td>Jan 22, 2010</td>
</tr>
<tr>
<td>BOP-00.02</td>
<td>Intergovernmental Affairs</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of External Affairs</td>
<td>May 20, 2014</td>
</tr>
<tr>
<td>BOP-00.03</td>
<td>Delegation and Designation of Authority</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of Business Services</td>
<td>May 28, 2014</td>
</tr>
<tr>
<td>BOP-002.02B</td>
<td>Student Loan Repayment Program</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of Human Resources</td>
<td>Aug 05, 2010</td>
</tr>
<tr>
<td>BOP-002.04A</td>
<td>NNSA Competitive Service Merit Promotion Plan</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of Human Resources</td>
<td>Oct 19, 2004</td>
</tr>
<tr>
<td>BOP-002.05 Chg 1</td>
<td>National Nuclear Security Administration Leave Administration and Hours of Duty</td>
<td>Business Operating Procedure (BOP)</td>
<td>Office of Human Resources</td>
<td>Feb 15, 2008</td>
</tr>
</tbody>
</table>
In addition to the (author, status, publication date, etc.) the tabs at right provide additional data:

- Related documents
- History (previous versions that have been superseded or canceled)
Help will be a useful resource while you are learning about the site or if you have questions.

Find information about searching the site and a list of frequently asked questions.

Find additional information about navigating the portal.

Questions and Comments about NNSA Directives or technical support questions.

NNSA Directives Points of Contact
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Support – Telephone and E-mail Support

Find the top 10 documents of interest; recently issued, canceled or superseded documents; access to signing up for alerts; and newsletters under News & Updates.

Program and Technical Support is available via phone and e-mail.

The Contact Us (Email us) form can be found in the last entry on the Help page or at the bottom of the Home page.