**Advance Change Directive (ACD) Template Instructions**

**Background:**

* SD 251.1B*, Directives Management*, Appendix E states that:
* ACDs must be used only to convey direction needed to meet statutory, regulatory, or programmatic requirements that are exigent in nature.
* Issuing directives through ACDs must be the exception, not the rule.
* The responsible Office of Primary Interest (OPI) must either incorporate the ACD into an existing NNSA directive [Supplemental Directive (SD), Policy (NAP), or Business Operating Procedure (BOP)] or convert it to a new directive as soon as possible and no later than 12 months after the ACD is issued.
* ACDs must expire on the date the replacement directive is issued or 12 months after the effective date of the ACD, whichever is earlier.
* ACDs cannot be used to circumvent NNSA’s normal directives development process — setting policy via the issuance of SDs, NAPs, or BOPs.

**Directions:**

* ACDs are limited to one or two pages.
* Replace the blue type with text to meet the description provided.

 Approved xx-xx-xx

 Expiration xx-xx-xx

# SUBJECT: *Place subject or title here in all CAPS*.

**PURPOSE:** *1 or 2 sentences describing the ACD’s objective.*

**URGENCY:** *Identify the urgent reason why (new statutory, regulatory, programmatic, or Administrator-driven requirements) it is necessary to issue policy through an ACD rather than the NNSA’s normal directives development process. Examples include implementing new laws and regulations; avoiding significant health, safety, or environmental impacts; and direction from the Administrator. Include traceability to the parent requirements.*

**APPLICABILITY:** This ACD applies to *[indicate whether this ACD applies to federal employees or federal and contractor employees (do not delete the footnote below)].*[[1]](#footnote-1)

**BACKGROUND:** *Briefly describe the circumstances surrounding this ACD. This section should provide context for the requirements to be put in place, and be no more than 1 or 2 short paragraphs.*

**REQUIREMENTS (or REQUIREMENTS AND RESPONSIBILITIES):**

1. *The numbered paragraphs (1- n) should cover, at a high level, the minimum requirements and, when necessary, responsibilities needed to achieve the objective of the ACD. The purpose here is not to capture all the information that will be covered in the new directive, but to provide what is necessary to lay the groundwork until the new directive is issued.*
2. *(EXAMPLE: This ACD authorizes supervisors to grant up to 3 hours of administrative leave for blood donation.)*



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For questions or comments concerning this ACD, please contact *(your office name and phone number)*.

BY ORDER OF THE ADMINISTRATOR:

Jill Hruby

Under Secretary for Nuclear Security

Administrator, NNSA

1. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S. Code sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate. [↑](#footnote-ref-1)