supplemental directive / NNSA POLICY

DRAFT

NNSA SD / NAP XXX.X

DRAFT: XX-XX-XX

**TITLE**



NATIONAL NUCLEAR SECURITY ADMINISTRATION

Office of Primary Interest

title

## purpose. (*Define the program or subject matter and its goals/objectives. Goals should be stated in simple, straightforward language that describes the results to be achieved by issuance of the directive.*)

## authority. *List the Authority that traces to this Directive. (For example, an SD would trace to a DOE Order.) SDs and NAPs must trace to parent requirements defined in laws, regulations, DOE Orders, Memoranda of Understanding (MOU), or Interagency Agreements (IAs), with the exception of requirements established by the Administrator under the authorities provided by the NNSA Act.*

## CANCELLATION. NNSA SD / NAP XXX.X, *Title,* dated XX-XX-XX. (*When the directive replaces another directive currently in use, the canceled directive is identified by number, title, and date. If a canceled directive included a CRD, add the following text:*

Cancellation of a directive does not, by itself, modify or otherwise affect any contractual obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract unless and until the contract is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.

## APPLICABILITY.

### Federal. *(Specify the subject matter, functions, or elements to which the directive applies.)* Applies to all federal NNSA elements.

### Contractors. The Contractor Requirements Document (CRD) sets forth requirements of this directive that will apply to contracts.

The CRD must be included in contracts that . *(Describe criteria that program offices use to identify contracts that should incorporate the CRD, and assign responsibility to program offices that must identify contracts to which the CRD should apply and notify the cognizant contracting officers.)*

OR

Does not apply to contractors.

### Equivalencies/Exemptions.

Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 United States Code (U.S.C.) 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.

Exemption. (Include a separate paragraph for each exemption.)

## SUMMARY OF CHANGES. *(Describe the changes that were made to the policy; applies only to a revision.)*

## Background. (Describe the drivers for this policy and any information that would be useful for the reader to know.)

## REQUIREMENTS.

* + - 1. *List actions that must be completed to achieve the directives’ purpose. State requirements without stating who performs them.*
			2. *Requirements should be stated as crisp “must” statements; other constructions such as “will” statements, “shall” statements, “can” statements, or “is required to…” statements must be avoided where a requirement is intended.*
			3. *When it is necessary to include more detailed information or provide direction on how requirements are to be met, add an appendix (if requirements are for federal employees only) or an attachment (if requirements are for both federal and contractor employees, or for contractor employees only).*
			4. *List requirements for contractors in a contractor requirements document as Attachment 1 to the directive.*

## RESPONSIBILITIES.

* + - 1. *List positions or offices that implement, manage or oversee the requirements in the directive. List them in order of their level of authority.*
			2. *State responsibilities clearly and succinctly, leading off with strong action verbs (Ensures, Identifies, Requires, Makes, Advises, Establishes, Oversees, Provides, Sets, Implements, Conducts, Performs, Verifies, Coordinates, Leads, etc.).*
			3. *If the directive contains a CRD, indicate the position or office responsible for ensuring the contracting officer incorporates the CRD into contracts.*

## DEFINITIONS. (If more than half a page, please make a separate appendix/attachment.) (Recommended)

## ACRONYMS/ABBREVIATIONS. (If more than half a page, please make a separate appendix/attachment.) (Optional)

## References. (If more than half a page, please make a separate appendix/attachment.) (*List only published directives, memos, laws, rules and regulations cited and additional information sources to assist in implementing the directive. Provide the source [number, title and date] as well as the current hyperlinks to the documents, where applicable.*)

* 1. *U.S.C.*
	2. *CFR*
	3. *E.O.*
	4. *National Standards*
	5. *DOE*
	6. *NNSA*

## Contact. *(Provide the name and telephone number of the responsible organization.)* Office of Policy and Strategic Planning, NA-1.1, 202-586-9709, NNSADirectives@nnsa.doe.gov. (There should be no individual’s names or email addresses given in the contact section; please use generic contact information.)

BY ORDER OF THE ADMINISTRATOR:

 Name

 Administrator

Attachments:

Contractor Requirements Document (CRD)

Title

Appendixes:

Title.

Definitions. *(To be included to help users understand terminology unique to the technical discipline addressed in the directive.)*

Acronyms/Abbreviations.

References. (should be last appendix)

ATTACHMENT 1: CONTRACTOR REQUIREMENT DOCUMENT

nnsa sd / nap-xx, *tITLE*

Only requirements intended for contractors are listed in the CRD. The CRD must specify if and how alterations are to be determined and/or approved. The CRD cannot refer a contractor to follow the requirements in the directive. If the requirements for Federal employees are the same for contractors, the requirements must be duplicated in the CRD. Exclusive of a directive, the source can be cited. Any additional information for contractors is to be attached to the CRD in the form of an attachment. Prior to listing any requirements, please add the following text:

Regardless of the performer of the work, the contractor is responsible for complying with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontractors at any tier to the extent necessary to ensure the contractor’s compliance with the requirements.

ATTACHMENT 2: Title

**NOTE: All attachments, except Attachment 1 (which applies to contractors only), can apply to both federal and contractor employees. A note in this location should indicate whether the attachment applies to contractors only or both.**

Provide additional mandatory implementation details for meeting requirements. Focus on actions to be completed or processes that must be followed to achieve the directive’s purpose.

Provide other information necessary for purposes of ensuring effective implementation (e.g., forms, checklists, matrices, pictures, graphs, etc.).

At the beginning of each Attachment, include a one or two sentence introduction explaining its purpose and any critical context or background.

A good practice is to organize the Attachment following the general outline of the main body of the SD, NAP: (Title Paragraphs can be omitted.)

INTRODUCTION.

PURPOSE.

BACKGROUND.

REQUIREMENTS.

RESPONSIBILITIES.

PROCESS.

REFERENCES.

APPENDIX A: TITLE

**NOTE: An appendix attached to the directive applies only to federal employees.**

Provide additional mandatory implementation details for meeting requirements. Focus on actions to be completed or processes that must be followed to achieve the directive’s purpose.

Provide other information necessary for purposes of ensuring effective implementation (e.g., forms, checklists, matrices, pictures, graphs, etc.)

At the beginning of each Appendix, include a one or two sentence introduction explaining its purpose and any critical context or background.

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