

Approved: 8-31-07

NNSA MANAGEMENT COUNCIL



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

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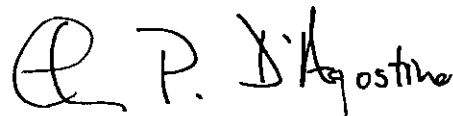
1. **PURPOSE.** To formalize the current NNSA Management Council operating principles and membership. The NNSA Management Council is comprised of select Headquarters senior managers and is a forum for discussions and decisions regarding NNSA policies, practices, and priorities. These include: activities 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, such as the Administrator's Special Focus Areas. 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.
2. **CANCELLATIONS.** None.
3. **APPLICABILITY.** This Policy Letter is applicable to NNSA Headquarters, Site Offices and the Service Center.
4. **REQUIREMENTS.**

The Principal Deputy Administrator will chair the NNSA Management Council. The NNSA Chief of Staff will serve as the Alternate Chair and as the Executive Secretariat. Other members include: the Deputy Under Secretary for Counterterrorism, the Associate Principal Deputy Administrator, the Deputy Administrators for Defense Programs, Defense Nuclear Nonproliferation and Naval Reactors, the Associate Administrators for Emergency Operations, Infrastructure and Environment, Management and Administration, and Defense Nuclear Security, the NNSA General Counsel, the Directors for Policy Planning, Assessment and Analysis, and Congressional, Intergovernmental and Public Affairs, and the Executive Director. Each member will be actively involved and committed to the partnership of the NNSA Management Council. Other NNSA senior officials may be called upon to participate in NNSA Management Council activities.

The NNSA Management Council will normally meet biweekly for the time 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.

5. RESPONSIBILITIES.

- a. The Principal Deputy Administrator owns this Policy Letter. Any changes and/or deviations will be accomplished in accordance with NNSA Policy Letter NAP-1.
- b. The Principal Deputy Administrator is the Chair of the NNSA Management Council.
- c. The NNSA Chief of Staff is the Alternate Chair of the NNSA Management Council and the Executive Secretariat.
- d. The Principal Deputy Administrator is responsible for keeping the Administrator current on NNSA Management Council activities. The Principal Deputy Administrator will also secure the Administrator's final decisions on NNSA Management Council matters, as required.
- e. Should a member be unable to attend a meeting of the NNSA Management Council, the NNSA Chief of Staff will approve the participation of an alternate.
- f. The NNSA Chief of Staff will solicit proposed agenda topics; distribute agenda topics, summary sheets, and advance reading material; maintain a revolving agenda; and, maintain and distribute meeting minutes.
- g. The Principal Deputy Administrator will approve all agenda topics.
- h. 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.

6. CONTACT. Principal Deputy Administrator for the National Nuclear Security Administration, (202) 586-5555.

Thomas P. D'Agostino
Administrator