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# STEWARDSHIP AND LONG-TERM STRATEGIC PLANNING FOR THE LABORATORIES

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

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CONTROLLED DOCUMENT  
AVAILABLE ONLINE AT:

OFFICE OF PRIMARY INTEREST (OPI):  
Office of Policy

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1. PURPOSE. To establish policy and responsibilities for stewardship and long-term strategic planning for the NNSA laboratories.
2. CANCELLATION. None.
3. APPLICABILITY.
  - a. Federal. This applies to all NNSA Elements.
  - b. Contractors. Does not apply to contractors.
  - c. Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through 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.
4. SUMMARY OF CHANGES. Not applicable.
5. BACKGROUND.

The Department is committed to improving trust and partnership with its national laboratories. DOE has established a Laboratory Planning Working Group, convened by the Under Secretary for Science and Energy with participation from NNSA, to create a framework to execute consistent laboratory planning processes across the Department. A key priority is to ensure that annual laboratory planning efforts are transparent and integrated among laboratories, field office, functional and program elements.

NNSA manages the laboratory strategic planning function in the Office of Policy. The process includes a series of annual high-level strategic discussions, involving the NNSA leadership team, where each laboratory director presents the strategic vision and plan of their laboratory, including long-term issues considered vital to future mission success and long-term health. These discussions will include the complex factors and competing objectives that each national laboratory balances while continuing to assure national security mission success. The new planning function will be mutually beneficial to NNSA and the laboratories and will not duplicate existing mission-focused plans and will eliminate where possible other required plans. This process is designed to create a shared vision for the long-term stewardship of the national laboratories and better inform both individual laboratory and NNSA-wide strategic planning. Action plans or other forms of documentation may result as the process matures. Representatives from the Offices of Science, Nuclear Energy, and Environmental Management will be invited to participate in the NNSA process.

While this NAP contains no Contractor Requirements Document, contractors will continue to conduct established, normal business operations as previously determined.

The high-level objectives for this planning process are to:

- Strengthen the partnership, trust, and transparency between NNSA and their national security laboratories (laboratories);
- Facilitate high-level discussions on the health of the laboratories to enable joint understanding and advocacy for long-term laboratory stewardship;
- Understand the scope of work of all laboratory programs and their interdependencies; and
- Close any gaps in the current program and functional planning processes.

Over time this practice will improve communication, identify problems, and create timely solutions to problems and challenges. NNSA may expand this process to the other NNSA sites in the future.

6. REQUIREMENTS. The following requirements must be followed.
  - a. Annual planning discussions will be held between NNSA and each of the three laboratory directors to create a high-level forum to enable joint understanding and advocacy for long-term laboratory stewardship.
  - b. The Office of Policy, within the Office of the Administrator, is the focal point for stewardship and long-term strategic planning for the laboratories.
7. RESPONSIBILITIES.
  - a. Principal Deputy Administrator.

Provides overall leadership and advocacy for stewardship and long-term planning for the laboratories.
  - b. Director, Office of Policy (NA-1.1).
    - (1) Serves as a focal point and key interface with the Laboratory Directors on enterprise-wide policies and initiatives.
    - (2) Facilitates the annual laboratory planning discussions including logistics and development of the agenda.
    - (3) Participates on DOE laboratory boards, councils, and working groups.

(4) Maintains this NAP; any changes or deviations will be accomplished in accordance with NNSA Supplemental Directive 251.1, *Policy Letters: NNSA Policies, Supplemental Directives, and Business Operating Procedures*.

(5) Issues annual lab strategic plan and presentation guidance.

c. Deputy Administrators, Associate Administrators, and Laboratory Field Office Managers.

(1) Promote a productive and collaborative environment with NNSA's leadership team and Laboratory Directors through open communication and partnering.

(2) Participate in the annual laboratory planning activities.

8. DEFINITIONS.

a. National Security Laboratories include:

(1) Los Alamos National Laboratory,

(2) Lawrence Livermore National Laboratory, and

(3) Sandia National Laboratory.

9. CONTACT. Office of Policy, NA-1.1, 865-576-0511.

BY ORDER OF THE ADMINISTRATOR:

  
Frank G. Klotz  
Administrator