

BUSINESS OPERATING PROCESS

BOP 100.100.01A

Approved: 1-22-15

Senior Leadership Councils



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

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Senior Leadership Councils

1. PURPOSE. To define the operating principles and membership of three key NNSA Senior Leadership groups – the Management Council, the NNSA Council, and the Operations Board.
2. CANCELLATIONS. BOP-00.01, *NNSA Management Council*, dated 6-24-13.
3. APPLICABILITY.
 - a. Federal. This applies to all NNSA Elements.
 - b. Contractor. This document does not contain requirements for contractors and therefore does not contain a Contractor Requirements Document. However, 50 USC 2512 establishes a council to be known as the “National Nuclear Security Administration Council”. It is comprised of the Laboratory Directors, Plant Managers, and the Nevada National Security Site Director.
 - c. Equivalencies/Exemptions. None.
4. SUMMARY OF CHANGES.
 - a. Changes the membership in the Management Council.
 - b. Institutionalizes the NNSA Council and Operations Board.
5. GENERAL REQUIREMENTS.
 - a. The term "council" is reserved for entities responsible for overall governance of NNSA or an NNSA program. Councils are comprised of senior management tasked to make decisions or provide recommendations regarding policy, strategic direction and planning, goals, or resources.
 - b. Boards are comprised of senior management tasked to make decisions regarding implementation of policy, strategic plans, goals, and resources. Boards shall only be established in areas of NNSA-wide significance with supporting topics and responsibilities that cross several organizations, as directed by the Management Council. Decisions made by boards will be consistent with guiding policy direction and programmatic guidelines provided by the Management Council. To execute actions generated by a board, a committee, panel, or working group may be established.
 - c. Committees, panels, and working groups shall only be established as advisory groups for councils and boards to address significant topics, as requested by NNSA leadership.
 - (1) Committees - A group of individuals that meet to advise, coordinate, research, or make recommendations. The lifespan of a committee is based

on the completion of activities assigned by a council or board. Committee charters shall be established with the respective council's or board's approval.

- (2) Panels - A group of individuals gathered to advise, judge, interview, or discuss topics supported by councils or boards. The lifespan of a panel is based on completion of activities assigned by the respective council or board. Charters are not required for panels unless the panel is expected to operate indefinitely, includes members across the NNSA, and is established to support and is expected to report out to a council or board.
 - (3) Working Groups - A group of individuals working together to create a document or to resolve problems. The lifespan of a working group is based on completion of activities assigned by the respective council or board. Charters are not required for working groups unless the working group is expected to operate indefinitely, includes members across the NNSA, and is established to support and is expected to report out to a council or board.
- d. Copies of all charters must contain standard paragraphs in accordance with the template provided by the Policy and Analysis Division (NA-MB-22). NA-MB-22 will maintain copies of all approved charters.

6. MANAGEMENT COUNCIL.

a. MEMBERSHIP.

- (1) The Administrator will chair the Management Council. The Principal Deputy Administrator will serve as the Alternate Chair.
- (2) Deputy Administrators, Associate Administrators, Field Office Managers, the Chief of Staff, the Associate Principal Deputy Administrator, and the NNSA General Counsel will be members of the Management Council. The NNSA Chief Scientist is an advisor to the Management Council. As needed, other NNSA senior officials may be called upon to participate in NNSA Management Council activities as advisors.
- (3) The Chief of Staff shall appoint an Executive Secretary for the Management Council.
- (4) As appropriate, the Administrator or Principal Deputy Administrator may invite national laboratory and plant directors, presidents, and/or their deputies, to attend either the Management Council or a joint session of the Management and NNSA Councils to discuss and deliberate on matters of broad agency importance. When a joint session of the two Councils meet the Administrator will serve as Chair and the Principal Deputy Administrator will serve as Alternate Chair.

b. PURPOSE.

- (1) The Management Council is the NNSA's highest level forum for decision-making regarding NNSA strategy, policy, planning, practices, priorities, and proposed initiatives.
- (2) The Management Council also provides guidance on NNSA program integration and dispute resolution.
- (3) The Management Council will direct the creation of boards.
- (4) The Management Council members may call upon the Deputies of each NNSA Element to function as a working group in order to propose, research, or provide options to resolve NNSA issues.

c. FREQUENCY AND RECORDS. The Management Council will meet as directed by the Principal Deputy Administrator. Meetings will be scheduled well in advance to allow for maximum participation by the members. The agenda and relevant information will be distributed in advance of each meeting. Minutes of each meeting, actions, and record of decisions will be maintained. Management Council outcomes will be reported, but Management Council deliberations and discussions will not be for general distribution.

d. RESPONSIBILITIES.

- (1) The Administrator or Principal Deputy Administrator shall:
 - (a) Serve as Chair of the Management Council.
 - (b) Approve all agenda topics.
 - (c) Receive input from inter-contractor organizations such as Energy Facilities Contractors Group (EFCOG), the National Laboratory Directors Council (NLDC), etc. for consideration by the Management Council.
- (2) Associate Principal Deputy Administrator shall: Maintain this BOP. Any changes and/or deviations will be accomplished in accordance with NNSA Supplemental Directive 251.1.
- (3) Executive Secretary shall:
 - (a) Solicit proposed agenda topics, distribute agenda topics, summary sheets, and advance reading material.
 - (b) Maintain minutes, a list of actions, and records of decisions for the Management Council.

- (4) Each member of the Management Council must be committed to creating a productive and collaborative environment of open communication and partnering to achieve integrated decisions that are in the best interest of NNSA and the Nation. On the occasion that a member cannot attend a Management Council meeting, the member's deputy will be the alternate. Substitutions below deputy level should be avoided.

7. NNSA COUNCIL.

a. MEMBERSHIP.

- (1) The NNSA Council shall be composed of the Laboratory Directors, Plant Managers, and the Nevada National Security Site Director.
- (2) The NNSA Administrator will chair the council.
- (3) The Associate Principal Deputy Administrator will serve as the Executive Secretary.
- (4) As needed, other NNSA Federal, laboratory, or plant senior officials may be called upon to participate in NNSA Council activities as advisors.

b. PURPOSE. 50 USC 2512 directed the Administrator to establish a council to be known as the "National Nuclear Security Administration Council". The Council may advise the Administrator on:

- (1) Scientific and technical issues relating to policy matters.
- (2) Operational concerns.
- (3) Strategic planning.
- (4) The development of priorities relating to the mission and operations of the NNSA and the nuclear security enterprise.
- (5) Such other matters as the Administrator determines appropriate.
- (6) The Council may provide the Administrator or the Secretary of Energy recommendations for improving the governance, management, effectiveness, and efficiency of the NNSA.

c. FREQUENCY AND RECORDS. The NNSA Council will meet at least twice annually to discuss agenda items. Meetings will be scheduled well in advance to allow for maximum participation by the members. The agenda and relevant information will be prepared by the Associate Principal Deputy Administrator and distributed in advance of each meeting. Minutes of each meeting, actions, and recommendations will be maintained. Following each meeting, a list of action

items and recommendations for the Administrator will be generated. The Administrator will respond to these items within 60 days.

d. RESPONSIBILITIES.

(1) Administrator shall:

- (a) Receive recommendations and concerns from the NNSA Council.
- (b) Respond to all NNSA Council requests or recommendations within 60 days.

(2) Associate Principal Deputy Administrator shall:

- (a) Approve all agenda topics.
- (b) Receive input from the Operations Board for consideration by the NNSA Council.

8. OPERATIONS BOARD.

a. MEMBERSHIP.

- (1) The Associate Administrator for Safety, Infrastructure, & Operations will co-chair the Operations Board.
- (2) The Management and Operating (M&O) contractor board members will select a co-chair from their membership.
- (3) All Deputy Field Office Managers, Laboratory or Plant Chief Operating Officers, and the Nevada National Security Site Operations Director will be members of the Operations Board. Alternates are permitted but they should be minimized to the greatest extent possible to allow for continuity.
- (4) As needed, other personnel may be called upon to participate in Operations Board activities as advisors.

b. PURPOSE. The Operations Board was originally established as The Operations Council to improve coordination and collaboration across the Nuclear Security Enterprise at the Chief Operating Officer level. It was designed to give M&O staff members a venue to voice issues as well as share lessons learned and best practices. The Operations Board shares best practices, discusses obstacles to meeting the NNSA mission, and identifies improvements to assist NNSA in delivering the most cost-effective, timely, safe, secure, and measurable mission results.

c. FREQUENCY AND RECORDS. The Operations Board will meet quarterly. Minutes of each meeting, actions, and recommendations will be maintained. The

Operations Board can send recommendations to the Management Council for resolution.

d. RESPONSIBILITIES.

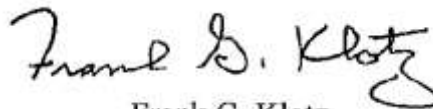
(1) Associate Administrator for Safety, Infrastructure & Operations and the elected Chief Operating Officer shall:

- (a) Serve as co-Chairs of the Operations Board.
- (b) Approve all action items.
- (c) Keep the Administrator and Management Council current on Operations Board activities, as required.
- (d) Ensure minutes, actions, and recommendations are maintained of each meeting of the Operations Board.

(2) Each member of the Operations Board is committed to creating a productive and collaborative environment of open communication and partnering to achieve integrated decisions that are in the best interest of NNSA and the Nation.

9. CONTACT. Associate Principal Deputy Administrator, 202-586-5555

BY ORDER OF THE ADMINISTRATOR:



Frank G. Klotz
Administrator