

Approved: 12-10-09

**DEFENSE PROGRAMS
BUSINESS REQUIREMENTS AND
PROCESSES MANUAL**



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Defense Programs**

DEFENSE PROGRAMS BUSINESS REQUIREMENTS AND PROCESSES MANUAL

1. **PURPOSE.** This Department of Energy (DOE), National Nuclear Security Administration (NNSA) Business Requirements and Process Manual supplements DOE O 452.3 “Management of the Department of Energy Nuclear Weapons Complex.” This supplemental directive establishes the Requirements Modernization and Integration (RMI) Explorer as the electronic Defense Programs manual that implements DOE O 452.3 expectations for the Defense Programs management and operation of the Nuclear Security Enterprise.

2. **CANCELLATIONS.** SUPPLEMENTAL DIRECTIVE 56XB, REV 2, Nuclear Weapon Development and Production, dated March 31, 2004; its Development and Production (D&P) Manual, Appendix 56XB; and all related Technical Business Practices (TBPs).

Cancellation occurs when the contract is modified to delete the Supplemental Directive 56XB, D&P Manual, and TBPs from the “List of Applicable Directives” identified in the Laws, Regulations, and DOE Directives clause or notification that specific D&P Manual chapters and TBPs are replaced with RMI content defined as Level 2 Federal Requirements, Level 3 Federal Agreements, and Level 3 Management & Operating (M&O) Contractor Agreements (MOCAs). The definition of Levels is provided in Section 6, Definitions.

The RMI replacement content shall contain a “Cancellation” paragraph and identify a formal effective date.

The D&P Manual and associated TBPs will be in effect until specific D&P Manual chapters and associated TBPs are formally replaced by the appropriate RMI replacement content within RMI Explorer.

3. **APPLICABILITY.** This Manual applies to NNSA, Defense Programs, Site Offices, the Service Center, and the Nuclear Security Enterprise M&O Contractors.
 - a. **All Defense Program Office Employees.** Except for the exclusions in paragraph 3d, this Manual applies to any of those Defense Program Offices and their Departmental Elements that are involved in or interact with the management of defense programs, specifically for the Directed Stockpile Work Program. (See Figure 1). Those offices not denoted have not participated in the development of content for RMI Explorer for their program specific requirements and processes e.g. Campaigns and RTBF. Those offices not denoted will be offered the opportunity to include their program specific requirements and processes after RMI Explorer as been proved-in.

Participation by Defense Programs Offices & Departmental Elements					
NNSA Office	NA-10 Office of Defense Programs	NA-15 Office of Secure Transportation	NA-17 Office of Nuclear Safety & Operations	NA-12 Office of Science, Engineering & Production Programs	NA-14 Office of Strategic Planning, Resources & Integration
Service Center	X				
Office of Mission Operations					
Office of Support					
Office of Training and Logistics					
Site Offices			X		
Office of Safety					
Office of Facility and Infrastructure Acquisition and Operation			X		
Office of Research and Development for National Security, Science & Technology				X	
Office of Military Application & Stockpile Operations				X	
Office of Inertial Confinement Fusion and National Ignition Facility Project					
Office of Strategic Planning and Complex Transformation					X
Office of Resource Management					X
Office of Program Management and Integration					X
<u>INTERFACES</u>					
Department of Defense (DoD) Defense Threat Reduction Agency (DTRA) Kennedy Space Center Tonopah Test Range (TTR)					

(Figure 1: NA M 452.3-x Participation by Defense Program Offices)

b. NNSA Site Offices

- (1) The M&O Contractor Requirements Document must be included in all contracts that are involved in or interact with the management of the nuclear weapons stockpile (See Figure 2). It is the responsibility of the Site Office Contracting Organization to ensure that the M&O Contractor Requirements Document is included in the M&O contracts for the listed Nuclear Security Enterprise M&O contractor sites.

Participation by Nuclear Security Enterprise M&O Contractor Site							
Kansas City Plant KC	Los Alamos National Lab LA	Lawrence Livermore National Lab LL	Nevada Test Site NTS	Pantex Plant PX	Sandia National Lab SN	Savannah River Site SR	Y-12 Plant Y12
X	X	X	X	X	X	X	X

(Figure 2: NA M 452.3-x Participation by Nuclear Weapons M&O Contractor Site)

c. NNSA Nuclear Security Enterprise Contractors.

- (1) An affected contractor is responsible for flowing down requirements of the M&O Contractor Requirements Document to subcontractors at any tier to the extent necessary to ensure contractor compliance with the requirements and in doing so, shall comply with the intent of DOE O 452.3, paragraph 3.b. (5) (a) & (b).

d. Exclusions. Same as DOE O 452.3, paragraph 3.c

4. REQUIREMENTS.

a. The RMI Explorer (<http://rmi.sandia.gov/>) shall be used as the framework to communicate minimum but sufficient set of business requirements, processes, and standards to perform defense programs activities within the Nuclear Security Enterprise. The RMI content map is provided in Attachment 2, Figure 4.

b. The RMI Explorer shall contain:

- (1) Level 2 defense programs business requirements that direct both the M&O contractor and federal offices activities in support of the defense programs work.
- (2) Level 3 defense programs Federal Agreements (FAs) that specify the federal processes, which support and implement Level 2 defense programs business requirements or other DOE Orders and NNSA Policies.

- (3) Level 3 Management & Operating Contractor Agreements (MOCAs) that specify the detailed and standardized intersite requirements and processes, which support and implement the Level 2 defense programs business requirements.
 - c. Requirements and processes shall be established to manage, operate and maintain RMI Explorer and its content to ensure that the Level 2 Requirements and Level 3 FAs and MOCAs:
 - (1) include the minimum but sufficient set of requirements and processes required to perform defense programs activities;
 - (2) are aligned, integrated, clearly understood, and consistently implemented;
 - (3) do not contradict or eliminate provisions contained in any applicable DOE Orders and NNSA Policies or federal law.

5. RESPONSIBILITIES.

- a. The Deputy Administrator for Defense Programs or his designee provides direction for the management and operation of RMI Explorer and its content.
- b. The Assistant Deputy Administrators for Science, Engineering & Production Programs (NA-12), Strategic Planning, Resources & Integration (NA-14), and Nuclear Safety & Operations (NA-17) shall lead the management and operation infrastructure for RMI Explorer and its content.
- c. NNSA Site Office Contracting Officers shall incorporate NA M 452.3-1 into the "List of Applicable Directives" identified in the Laws, Regulations, and DOE Directives clause of the M&O contracts for the listed Nuclear Security Enterprise sites (See Figure 2).
- d. Federal and M&O employees shall comply with the Level 2 Federal Requirements and Level 3 FAs or MOCAs as appropriate and where they are listed as a participant and have specific requirements or processes to perform.

6. DEFINITIONS. Definitions are contained in the RMI Explorer Glossary.

- a. Level 2 Requirement - Describe procedural or process requirements that supplement and may provide more detail than orders, guidance, and policies. Explicitly states what the procedure or process is expected to deliver or demonstrate. Provides the minimum but sufficient set of procedural or process requirements expected to be followed by the Nuclear Security Enterprise M&O Contractors and Federal Government.
- b. Level 3 Federal Agreement (FA)-Federal processes or topics describing how the federal and site offices agree to implement their defined roles, responsibilities,

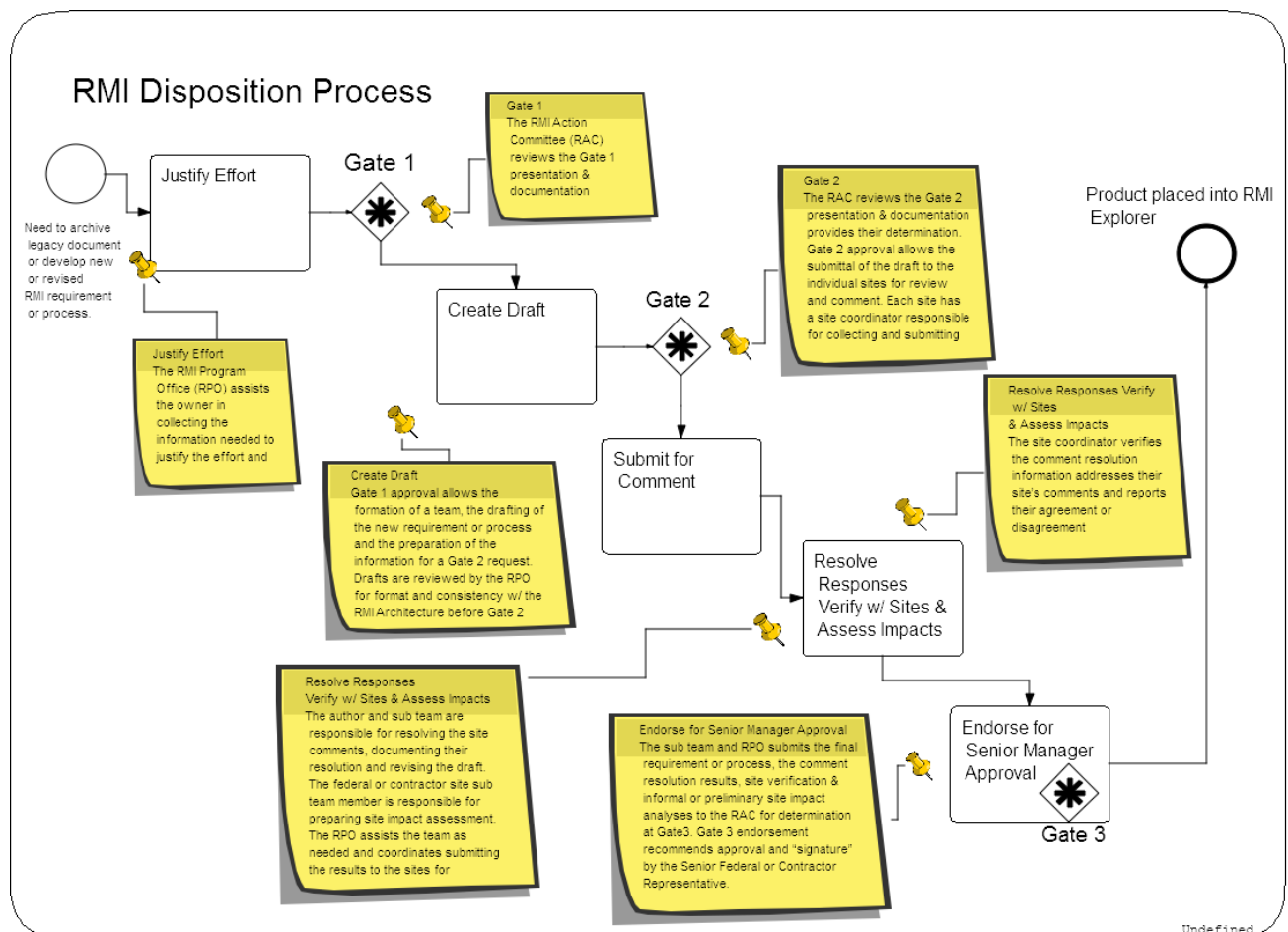
M&O CONTRACTOR REQUIREMENTS DOCUMENT

This M&O Contractor Requirements Document establishes the following requirements for NNSA M&O contractors within the Nuclear Weapons Enterprise for the management of NNSA facilities that are involved in or interact with the management of the nuclear weapons stockpile, develop or produce weapon product or weapon related product.

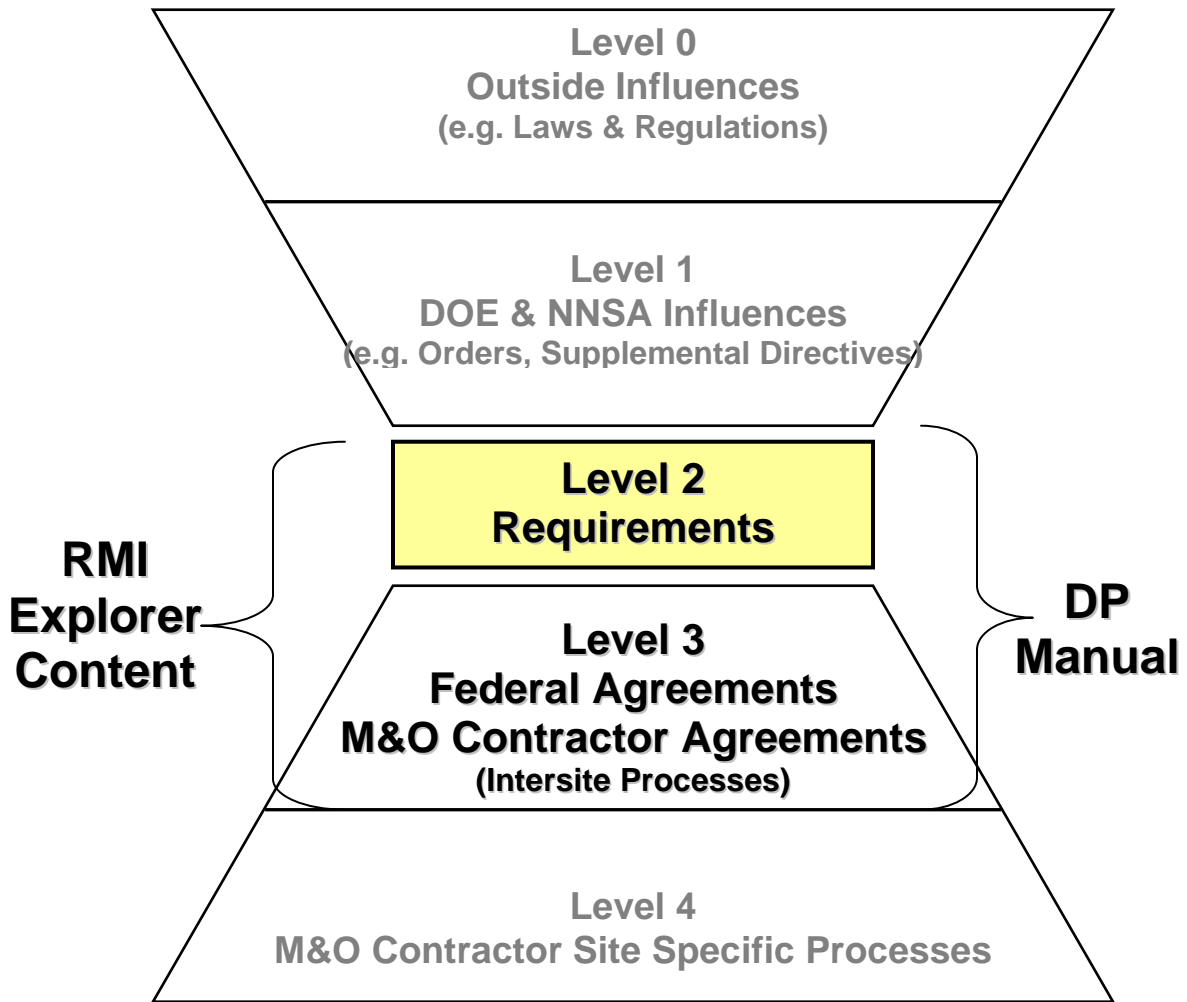
The contractor is responsible for complying with the requirements of this M&O Contractor Requirements Document. The contractor is responsible for flowing down the requirements of this M&O Contractor Requirements Document to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements. In doing so, the contractor must not flow down requirements to subcontractors unnecessarily or imprudently. The contractor will ensure that it and its subcontractors comply with the requirements of this M&O Contractor Requirements Document.

1. The contractor shall utilize the Requirements Modernization and Integration (RMI) Explorer as the electronic manual that implements DOE O 452.3 expectations for Defense Programs Work.
2. The contractor shall implement the defense programs Level 2 business requirements as defined and detailed in their Level 3 MOCAs.
3. The contractor shall implement the activities defined within the management and operation infrastructure to manage, operate and maintain RMI Explorer and its content to ensure:
 - a. Level 3 MOCAs include the minimum but sufficient set of requirements and processes required to perform defense programs activities;
 - b. Level 3 MOCAs are aligned, integrated, clearly understood, and consistently implemented;
 - c. Level 3 MOCAs do not contradict or eliminate provisions contained in any applicable DOE Orders and NNSA Policies.
4. The contractor shall perform the activities associated with the development; review and comment; the review and endorsement process; and providing a site impact analysis as the result of an addition or change to Level 3 MOCAs. Figure 3 "RMI High Level Disposition Process" provides a high-level summary of the detailed disposition process content housed in RMI Explorer C032"Disposition Contractor Agreements."

- Proposed changes or additions to Level 2 Requirements and Level 3 FA and MOCAs, along with a contractor-prepared site impact analysis shall not be considered a revision to the “List of Applicable Directives” as provided in paragraph (b) of the Laws, Regulations, and DOE Directives clause of the contract.
- Notification of endorsed and approved (released) Level 2 or Level 3 added or changed content shall be provided to Defense Program Offices & Departmental Elements including site offices as previously identified in Figure 1 and Nuclear Security Enterprise Contractors identified in Figure 2.



(Figure 3: RMI High-Level Summary Disposition Process)



(Figure 4: Defense Programs, RMI Content Map)