

SUPPLEMENTAL DIRECTIVE

NNSA SD 452.3-1A

Approved: 2-25-16

**DEFENSE PROGRAMS
BUSINESS PROCESS SYSTEM (DPBPS)**



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

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DEFENSE PROGRAMS BUSINESS PROCESS SYSTEM

1. **PURPOSE.** This supplemental directive (SD) establishes the Defense Programs Business Process System (DPBPS) Portal as the mechanism for implementing DOE Order (O) 452.3, *Management of the DOE Nuclear Weapons Complex*. The Portal delivers business requirements and processes specific to the Deputy Administrator for Defense Programs (DP) for directing, managing, operating, and executing programs at the nuclear weapons production facilities and laboratories within the Nuclear Security Enterprise (NSE).
2. **CANCELLATION.** NNSA SD M 452.3-1, *Defense Programs Business Requirements and Processes Manual*, dated 12-10-09.

Cancellation of a Supplemental Directive (SD) does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive. Contractor Requirements Documents (CRDs) previously incorporated into a contract remain in effect throughout the term of the contract unless and until the contract or regulatory commitment is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements (See SD Background Section 5 and CRD Paragraphs 1a, b, c and 8).

3. **APPLICABILITY.**
 - a. **Federal.** This SD and the DPBPS’ content apply to all federal organizations responsible for maintaining and enhancing the safety, reliability, and performance of the United States nuclear weapons stockpile including the ability to design, produce, and test, in order to meet national security requirements.

Field Office Contracting Officers are responsible for including this policy in the Managing & Operating (M&O) Contractor contracts for the National Security Enterprise sites listed in section 3.b. (See Figure 1)

- b. **Contractors.** The Contractor Requirements Document (CRD) provided as Attachment 1, sets forth requirements of this directive that apply to contracts.

The CRD must be included in contracts of National Security Enterprise M&O Contractor sites performing work under the Defense Programs, shown in Figure 1.

M&O Site Name	Kansas City National Security Campus	Lawrence Livermore National Laboratory	Los Alamos National Laboratory	Nevada National Security Site	Pantex Plant	Sandia National Laboratories	Savannah River Site	Y-12 Plant
M&O Site Designator	KCNSC	LLNL	LANL	NNSS	PX	SNL	SRS	Y12

Figure 1: Participation by National Security Enterprise Site

c. Equivalencies/Exemptions.

- (1) Equivalency. Programs or projects that comply with DOE O 413.3B, *Program and Project Management for Acquisition of Capital Assets* meet the intent of this SD.
- (2) Exemption. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified under 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.

The update to DOE O 452.3, *Management of the Department of Energy Nuclear Weapons Complex*, as well as changes directed by the Principal Assistant Deputy Administrator for Military Application (PADAMA) to the content, process, and requirements necessitated changes to this SD. These include administrative changes to conform to the document format and content requirements in NNSA SD 251.1.

Content deleted or changed from SD 452.3-1, *Defense Programs Business Requirements and Processes Manual*, to this SD are as follows:

- SD changes the term RMI (Requirements Modernization and Integration) to DPBPS throughout the document, reflecting the RMI Project's follow-on program;
- SD Section 2 "Cancellation" information was moved to SD Section 5 "Background," and SD cancellation information was added;
- SD Section 3 "Applicability" was simplified to conform to NNSA SD 251.1:
 - Figure 1 was deleted; and
 - Figure 2 became SD Figure 1, and a specific exclusion statement was written to replace the reference to DOE O 452.3;
- SD Section 4 "Requirements" became SD Section 6 "Requirements":
 - SD bullet "6.a" was expanded to explain the DPBPS requirements levels in the new SD Figure 2 DPBPS Requirements Levels;
 - SD bullet "6.b" was added to clarify process requirements making DPBPS content contractually binding;
 - SD bullet "4.b" became SD bullet "6.c" and contains administrative edits to align terminology;
 - SD bullet "4.c" became SD bullet "6.d"; and
 - Sub-bullet "6.d.(3)" was added to mandate a change control process implementing a graded approach;
- SD Attachment 1, Figure 4, was moved to SD Attachment 2, Figure 2;
- SD Attachment 1, Figure 3, was moved to SD Attachment 2, Figure 3, and

- expanded in scope from a process flow specific only to content development, to incorporate a full operations and maintenance business cycle for the DPBPS;
- SD Section 5 “Responsibilities” moved to SD Section 7 “Responsibilities”:
 - SD bullet “5.b,” became SD bullet “7.b” and was aligned with the 2014 NNSA reorganization, removing management responsibilities from NA-17 and assigning joint responsibility to NA-12 and NA-18;
 - SD bullet “7.b” was added to assign NA-12 and NA-18 joint responsibility for appointing the DPBPS Federal Program Manager (FPM);
 - SD bullet “7.e” was added to assign responsibility for requesting the Site Impact Analysis; and
 - SD bullet “5.d” became SD bullet “7.f” and the “M&O” was removed because requirements for M&O Contractors are required to be listed only in SD Attachments;
 - SD Section 6 “Definitions” was moved to SD Section 9 “Definitions/Acronyms and updated;
 - SD Section 7 “References” was moved to SD Section 8 “References” and updated;
 - SD Section 8 “Contact” information was moved to SD Section “10” and contact information was updated; and
 - SD Attachment 1, the M&O Contractor CRD, became SD Attachment 1:
 - SD CRD bullet “2” was expanded into SD CRD items “2” and “3” to explicitly require adherence to both level 2 and 3 DPBPS content;
 - SD CRD item “4” was added to require establishment of an M&O Contractor working group to manage level 3 content;
 - SD CRD items “5” and “6” were added to specifically assign the DPBPS administrative and technical support function to Sandia National Laboratories and detail responsibilities;
 - SD CRD bullet “3” became SD CRD item “7”;
 - SD CRD bullet “7.c” were added to document graded approach for revisions;
 - SD CRD bullets “4-6” became SD CRD items “8-10”;
 - SD Attachment 1 figures were moved to SD Attachment 2, which applies to both federal and M&O Contractor personnel per NNSA SD 251.1 requirements.

5. BACKGROUND.

Requirements issued through the cancelled Supplemental Directive 56XB, Rev 2, Nuclear Weapon Development and Production, dated March 31, 2004, it’s Development and Production (D&P) Manual, Appendix 56XB and associated Technical Business Practices (TBPs), Infrastructure Business Practices (IBP), Engineering Procedures (EP), and Product Realization Standards (PRS) remain in effect until formally cancelled or replaced by appropriate DPBPS content.

Notification of content cancellation occurs when the PADAMA issues an NNSA change notice with an “effective date,” (the date by which all M&O contractors must implement

the approved DPBPS content at their Nuclear Security Enterprise site). The change notice identifies which specific content are replaced with DPBPS content defined as Level 2 Federal Requirements, Level 3 Federal Agreements, or Level 3 M&O Contractor Agreements (MOCAs). (See Section 9, Definitions, for definitions of Level 2 and Level 3 content.)

The cover page of each DPBPS requirements document includes the “effective date”. A “Cancellation” section contained in the body of each DPBPS requirements document specifies complete or partial cancellation of content.

6. REQUIREMENTS.

- a. The DPBPS shall be the official web-based repository housing the business requirements, processes, and tools to perform DP activities within the Enterprise. Attachment 2, Figure 2, shows the hierarchical levels of requirements related to the DPBPS’ content. Documents in levels 0 and 1 contain parent requirements that drive Enterprise-wide implementing content, at levels 2 and 3, in the DPBPS. M&O Contractors develop Level 4 content to specify and further details needed for site compliance.
- b. Content posted in the DPBPS shall become contractually binding on the effective date informed through the Site Impact Analysis (T014) process and authorized by the PADAMA. NNSA publishes the content after PADAMA authorization and before the effective date, to allow contractors time to bring site-specific processes into compliance.
- c. The DPBPS shall contain:
 - (1) Level 2 Federal Requirements that direct both the M&O contractor and federal office activities in support of DP;
 - (2) Level 3 Federal Agreements (FAs) that specify the federal processes that support and implement parent requirements; DPBPS Level 2 DOE Directives (e.g., orders, manuals, standards), NNSA Policies, or applicable United States Code are parent requirements;
 - (3) Level 3 Managing & Operating Contractor Agreements (MOCAs) that specify the detailed and standardized intersite requirements and processes that support and implement parent requirements; DPBPS Level 2 DOE Directives (e.g., orders, manuals, standards), NNSA Policies, or applicable United States Code are parent requirements;
 - (4) Tools that augment requirements documents by providing examples, rules, forms, and other clarifying information; and
 - (5) A glossary containing definitions and acronyms specific to DP work scope.

- d. Requirements and processes shall be established for writing, reviewing, revising, authorizing, approving, and managing DPBPS content. Attachment 2, Figure 3 shows the high level cycle of activities intended to ensure that the DPBPS content:
 - (1) includes the sufficient set of requirements and processes required to perform defense programs activities;
 - (2) is aligned, integrated, singularly interpretable, and consistently implemented;
 - (3) is revised, as needed, in accordance with a defined set of processes and requirements using a graded approach; and
 - (4) does not contradict or supersede provisions contained in any applicable DOE Orders, NNSA Policies, Federal Regulations, or United States Code.

7. RESPONSIBILITIES.

- a. The Principal Assistant Deputy Administrator for Military Application (PADAMA), or his designee, shall provide direction for the management and operation of DPBPS and its content.
- b. The Assistant Deputy Administrators for the Office of Stockpile Management (NA-12) and the Office of Systems Engineering and Integration (NA-18) shall:
 - (1) jointly manage the DPBPS; and
 - (2) appoint a Federal Program Manager to manage the operations of the DPBPS.
- c. NNSA Field Office Contracting Officers shall:
 - (1) incorporate SD 452.3-1A 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 1);
 - (2) request a Site Impact Analysis (T014) upon request from the DPBPS Federal Program Manager, consistent with DEAR 970.5204-2 (b); and
 - (3) ensure return of the Site Impact Analysis (T014) result within 30 days after receipt of the Contracting Officer’s notice for additions or changes to DPBPS content.
- d. Federal personnel shall comply with processes and requirements labeled as “effective” in the DPBPS, per content applicability statements.

8. REFERENCES.

- a. Title XXXII of P.L. 106-65, National Nuclear Security Administration Act, as amended, (which establishes a separately organized agency within the Department of Energy).
- b. “An Agreement between the Atomic Energy Commission (AEC) and the Department of Defense (DoD) for the Development, Production, and Standardization of Atomic Weapons”, March 21, 1953, (provides the basic document that establishes the interrelationships between the two agencies to cooperate in the development, production, and maintenance of nuclear weapons).
- c. Supplement to the 1953 Agreement for the Development, Production, and Standardization of Atomic Weapons between the Department of Energy and the Department of Defense dated September 5, 1984, (delineates the functions of the two agencies during joint feasibility studies for nuclear weapons (Phase 2), design definition and cost studies (Phase 2A), and development engineering (Phase 3)).
- d. DP Program Execution Guide, NA-10 Program Management Tools and Processes dated July 2014 establishes the program management categories and execution requirements for the categories, defines the activities that are performed by the Federal Program Managers or their designees to meet those requirements, and provides a common reference for the execution of program management practices.
- e. Department of Defense and Department of Energy Nuclear Weapons Council “Procedural Guideline for the Phase 6.X Process” (describes the roles and functions of the Nuclear Weapons Council (NWC), NWC Standing and Safety Committee (NWCSSC), the Department of Defense, and the Department of Energy, National Nuclear Security Administration for the Phase 6.X nuclear weapon refurbishment activities).

9. DEFINITIONS/ACRONYMS. Definitions are contained in the DPBPS Glossary on the DPBPS (dpbps.sandia.gov).

- a. Level 2 Federal Requirement: A federally written and authorized DPBPS document containing a set of requirements that apply to, and implemented by, the specified M&O Contractors and NNSA federal staff performing Directed Stockpile Work.
- b. Level 3 Federal Agreement (FA): A federally written and authorized DPBPS process document containing requirements for or between NNSA federal organizations performing Directed Stockpile Work.
- c. Level 3 M&O Contractor Agreement (MOCA): An M&O Contractor-written and federally authorized process, containing requirements that specify standardized agreements among the M&O Contractor sites. The MOCAs pertain to the

implementation of federal requirements defined in DPBPS Level 2 Federal Requirements or higher-level parent requirements and apply to all M&O Contractors performing DP Work.

- d. Tool: A subset of DPBPS Level 2 and Level 3 content containing guides, templates, work instructions, and other aids. The referencing content specifies whether use of the tool is required or recommended.
 - e. Contractor: Applies to each of the NSE M&O Contractor Organizations.
10. CONTACT. DPBPS FPM, Office of Stockpile Management at 505-845-4823.

BY ORDER OF THE ADMINISTRATOR:


Frank G. Klotz
Administrator

Attachments:

- 1. Contractor Requirement Document
- 2. DPBPS Structure and Process for Operations and Maintenance

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**ATTACHMENT 1: CONTRACTOR REQUIREMENT DOCUMENT (CRD)
NNSA SD 452.3-1A, DEFENSE PROGRAMS BUSINESS PROCESS SYSTEM**

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.

This Management and Operating (M&O) Contractor Requirements Document establishes the requirements for National Nuclear Security Administration (NNSA) M&O Contractors within the Nuclear Security Enterprise (NSE) for the management of NNSA sites or facilities that are involved in, interact with the management of the nuclear weapons stockpile, or develop or produce weapon product or weapon-related product:

1. The contractor shall use the business requirements, processes, and tools established in the *Defense Programs Business Process System (DPBPS)* (dpbps.sandia.gov) to implement National Nuclear Security Administration Act expectations for Defense Programs work.
 - a. Requirements issued through cancelled Supplemental Directive 56XB, Rev 2, Nuclear Weapon Development and Production, dated March 31, 2004; its Development and Production (D&P) Manual, Appendix 56XB; and associated Technical Business Practices (TBPs); Infrastructure Business Practices (IBP); Engineering Procedures (EP); Product Realization Standards (PRS) remain in effect until formally cancelled or replaced by appropriate DPBPS content.
 - b. Notification of cancellation of content occurs when the Principal Assistant Deputy Administrator for Military Application (PADAMA) issues an NNSA change notice with an "effective date". The change notice identifies which specific content is replaced with DPBPS content defined as Level 2 Federal Requirements, Level 3 Federal Agreements, or Level 3 M&O Contractor Agreements (MOCAs). (See SD Section 9, Definitions, for definitions of Level 2 and Level 3 content.)
 - c. NNSA change notices specify the "effective date" (the date by which all M&O contractors must implement the approved DPBPS content at their Nuclear Security Enterprise site). The cover page of each DPBPS requirements document includes the "release" and "effective" dates. A "Cancellation" section contained in the body of the DPBPS requirements specifies complete or partial cancellation of legacy content.
2. The contractor shall implement the effective DPBPS Level 2 business requirements that apply to their site per content applicability statements.
3. The contractor shall implement the effective DPBPS Level 3 MOCAs that apply to their site per content applicability statements. M&Os may choose to create Level 4 site-specific content to specify any further details needed for site compliance.
4. An M&O Contractor working group shall manage creation, modification, and cancellation of MOCA content.

5. The M&O Contractor selected by NNSA shall appoint an administrative and technical office to support the DPBPS Federal Program Manager (FPM), implement effective DPBPS processes and requirements to manage, operate, and maintain the DPBPS and its contents, and chair a single DPBPS M&O Contractor working group.
6. All M&O contractors shall comply with effective DPBPS requirements to ensure that Level 3 MOCAs and associated tools:
 - a. include the sufficient set of requirements and processes required to perform defense programs activities;
 - b. are aligned, integrated, clearly understood, and consistently implemented;
 - c. are revised, as needed, in accordance with a defined set of processes and requirements using a graded approach; and
 - d. do not contradict or supersede provisions contained in any applicable DOE Orders or NNSA Policies.
7. The contractor shall perform the activities associated with the content development and review processes, and, consistent with DEAR 970.5204-2 (b), perform Site Impact Analysis (T014) within 30 days after receipt of the Contracting Officer's notice as a result of an addition or change to DPBPS content.
8. Changes or additions to Level 2 Requirements and Level 3 MOCAs in the *DPBPS* shall not necessitate a revision to the "List of Applicable Directives" pursuant to DEAR 970.5204-2 *Laws, Regulations, and DOE Directives* (DEC 2000) clause of each M&O contract. Content posted in the *DPBPS* becomes contractually binding on the effective date informed through the Site Impact Analysis (T014) process performed by the Contracting Officer. NNSA publishes the content after PADAMA authorization and before the effective date, to allow contractors time to bring site-specific processes into compliance.
9. Notification of PADAMA-approved (released) Level 2 or Level 3 added or changed content shall be provided via DPBPS to federal and contractor organizations, as previously identified in SD Section 3.

ATTACHMENT 2: DPBPS STRUCTURE AND PROCESS FOR OPERATIONS AND MAINTENANCE

NOTE: All attachments, except Attachment 1 (which applies to contractors only), apply to both Federal and contractor employees.

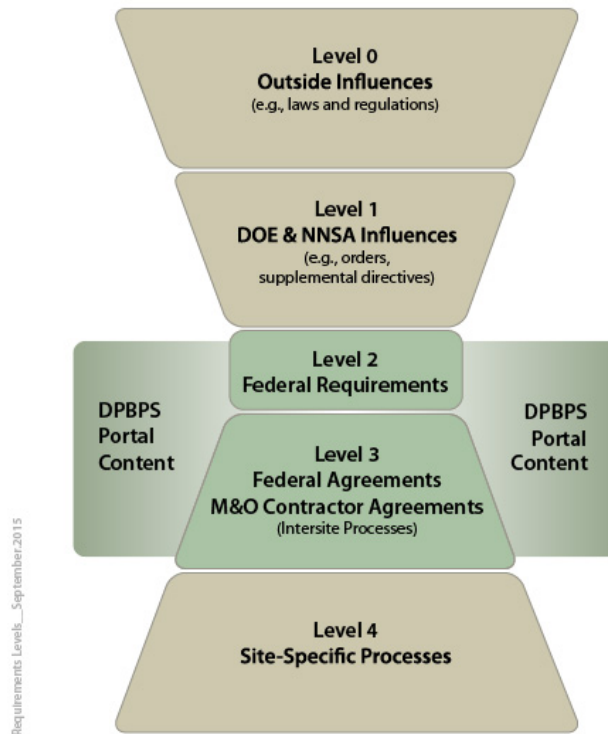


Figure 2: DPBPS Requirements Levels

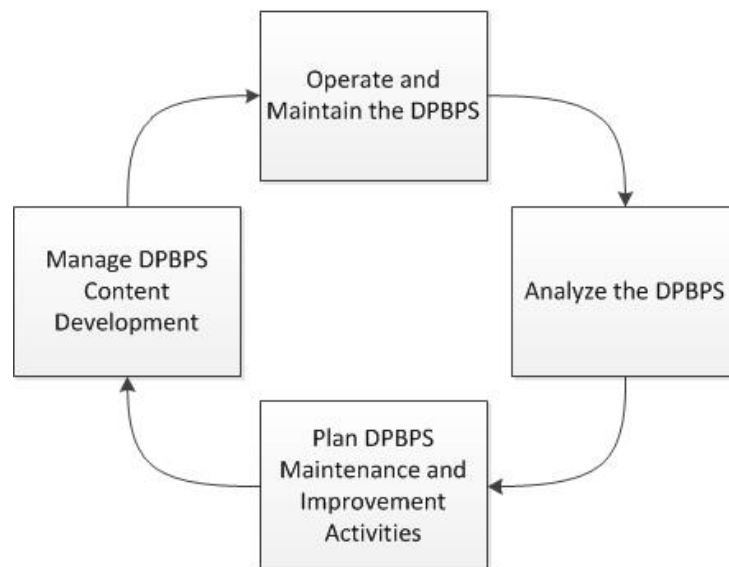


Figure 3: DPBPS Management Cycle