

## **CHAPTER 2**

### **NNSA High Level Mission and Function Statements**

This chapter contains the high level mission and function statements for NNSA Headquarters, Site Offices and the Service Center. These statements are derived from the matrix of functions by location that was developed earlier this year by NNSA organizational design teams.

Each of the three statements begins at the top of a separate page:

## NNSA Headquarters

### Mission Statement

The National Nuclear Security Administration (NNSA) Headquarters provides high-level guidance, sets requirements, defines policy and corporate processes, integrates overall program plans, develops and defends corporate budgets, assists the field in evaluating contractors, evaluates field oversight programs, and interfaces with other governmental customers and stakeholders.

### Functions

Procurement and Contracting: Establish procurement and contracting policy, guidance, and direction. Exercise head of contract activity (HCA) authority and lead NNSA strategic planning for procurement and acquisition functions. Set policy related to management and operating (M&O) contracts, the M&O balance scorecard/objectives matrix, financial assistance, the purchase card program, Small Business Program, business clearance (non M&O), and enterprise buying. Plan and set policy for developing human resources through the contracting officer representative (COR), acquisition career development, and contracting officer warrant programs. Manage and provide guidance to the Performance Assessment Council, make extend/compete determination and fee determination decisions, and provide guidance to the Service Center in M&O source selection and contract award activities. Provide programmatic guidance, support, and policies to Site Offices to support their acceptance of Work for Others, PDRD/LDRD, and technology transfer projects. Coordinate business clearance functions for Headquarters.

Program: Manage NNSA programs, including: Defense Programs, Defense Nuclear Nonproliferation, Safeguards and Security, and the Facilities and Infrastructure Recapitalization Program. Establish policy, prepare plans, and issue guidance for the conduct of NNSA programs and ensure the completion of program objectives and milestones within available resources. Conduct tradeoffs and analyses to ensure proper program balance and mission accomplishment. Defend program-funding requests to DOE, OMB, and the Congress.

Develop complex-wide corporate facilities management programs. Set infrastructure and facilities management policy for Readiness in Technical Base and Facilities, line-item construction projects, construction project management, and recapitalization; and lead long-range corporate planning and the ten-year comprehensive site planning processes.

Construction Project Management: Set Federal construction project management policy. Conduct project management planning and independent reviews, implement project manager training and development, and provide ESAAB support for the project controls process. Approve key project decisions.

Environment, Safety and Health: Provide environmental, safety, and health (ES&H) and quality assurance program policy and guidance for NNSA. Lead programmatic National Environmental Policy Act (NEPA)/Environmental Impact Statement (EIS) decisions, manage the corporate ES&H performance measurements process, and conduct Type A accident investigations. Conduct safety management research, coordinate the ES&H Lessons Learned program, and perform Price Anderson Act activities. Perform corporate interface with the Defense Nuclear Facilities Safety Board (DNFSB). Lead the Federal Employee Occupational Safety and Health Program for NNSA. Participate in the Site Office's interface with DNFSB on site-specific issues.

Security and Counterintelligence: Provides policy guidance and program direction, integration and oversight for enterprise-wide safeguards and security including the protection, control and accounting of materials and information as well as the physical and cyber security for all facilities of the Administration. Provides oversight of site office and service center efforts to ensure the contractors provide appropriate safeguards and security. Provides security oversight for Special Access Programs. Provides policy and implementation oversight for classification and declassification program in the NNSA. Support Site Offices and the Service Center in their classification authority, training, and foreign visits and assignment processing functions. For Headquarters locations, perform safeguard and security plan approvals, surveys, and evaluations; physical security; personnel security identification; classified material protection and control; operations security; cyber security operations; and SCIF operations. Provide support to all NNSA security personnel for professional development. Develop and implement a research and development program for security. Lead the NNSA Counterintelligence (CI) Program. Conduct CI activities to protect DOE/NNSA classified and sensitive programs, information, personnel, and assets from foreign intelligence collection and international terrorist activities; and to detect and deter trusted insiders who would engage in activities on behalf of a foreign intelligence service or foreign terrorist entity. Lead the development and administration of personnel assurance programs. Perform Emergency Management and Response for Headquarters locations.

Finance and Accounting Systems: Perform audit liaison and coordination with the U.S. General Accounting Office and the Office of the Inspector General. Manage the Federal Managers Financial Integrity Act (FMFIA) process. Support the Site Offices and the Service Center in their implementation of financial management control and waste, fraud, and abuse programs.

Real and Personnel Property Management: Set property and real property management policy, guidance, and direction for NNSA.

Budget and Resources Management: Establish budget policy, procedures, and budget formulation guidance for NNSA. Provide oversight of the planning, program, budget, and evaluation (PPBE) budget system. Conduct budget planning and analysis to prepare the Future Years Nuclear Security Plan (FYNSP). Initiate Work Authorizations. Define actual budget reporting requirements and timing and consolidate actual reports for

program and management review. Review budget and reporting (B&R) structure and definition. Provide support to Site Offices on site budget and quarterly program reviews.

Human Capital Management: Establish human capital policy and systems to ensure that Federal human resources effectively support the mission of NNSA. Manage full-time equivalents (FTEs) and staffing allocations for NNSA locations. Exercise delegated personnel authority for Senior Executive Service (SES) and other unique employment programs. Establish diversity and equal opportunity employment (EEO) policy. Support the Service Center by participating in their position classification, staffing and recruitment, TQP administration, and Federal diversity and EEO functions. For Headquarters personnel, perform workforce analysis and reporting staff functions, conduct employee relations, process employee benefits, and process and manage personnel records.

Contractor Human Resources Oversight: Set policy for contractor human resources oversight to ensure that contractors comply with NNSA requirements. Lead the contractor critical skills initiative.

Information Technology: Perform strategic and policy planning, tactical information technology (IT) budgeting, and develop and implement the NNSA enterprise architecture. Manage and administer the NNSA Federal IT Enterprise budget to achieve appropriate balance among 1) the Service Center, 2) investing in projects to integrate and modernize the Enterprise; and 3) providing direct IT development support activities to NNSA program and staff offices. Oversee the Integrated Federal Unclassified Cyber Security Initiative. Provide and administer the NNSA IT Enterprise governance process.

Legal: Serve as NNSA lead for the development of legal policy, provision of legal review for all Headquarters matters, coordination of legal services from the DOE Office of General Counsel, and liaison services with the Department of Justice on NNSA litigation.

Public Affairs, Information & Intergovernmental Relations: Establish NNSA policy and coordinate public affairs, information, and intergovernmental relations. Lead the implementation of the Freedom of Information Act program. Interface with the community, regulators, and interest groups, and produce Headquarters-specific communications.

## NNSA Site Offices

### Mission Statement

The National Nuclear Security Administration (NNSA) Site Offices are responsible for all oversight and contract administration for Site activities, acting as the risk acceptance agent for the NNSA. The Site Offices are responsible for: (1) coordinating all contract oversight; (2) the safe and secure operation of facilities under the purview of NNSA; (3) supporting NNSA programs to ensure their success in accordance with their expectations; and (4) ensuring the long term viability of the Site to support NNSA programs and projects.

### Functions

Procurement and Contracting: Serve as the NNSA lead for administering and overseeing the performance of the Management and Operating (M&O) contract at the Site. Manage and administer contracts at the Site and use contracting officer authority to direct, oversee, and evaluate the work of M&O contractors. Exercise authorities delegated to the Site Office Contracting Officer and appoint Contracting Officer Representative(s) for the assigned M&O contract. Approve, direct, and determine effect of contractor's work on terms and conditions, cost, scope of work, and cost allowability; provide assistance to program managers. Administer site-specific non-M&O contracts and purchase card acquisitions. Approve projects and accept work for Work for Others, LDRD/PDRD, and technology transfer projects with the concurrence of Headquarters as to mission impact. Participate in NNSA's strategic planning activities related to procurement and acquisition. Administer the Small Business Program for M&O contractors at site.

Program: Provide support for NNSA and non-NNSA programs; ensure adequate safety, security, and control of nuclear explosives, nuclear weapons and weapons components; and maintain a formal, comprehensive, and systematic Nuclear Explosive and Weapons Surety (NEWS) program. Provide program execution support and prepare Site-specific plans including the Ten-Year Comprehensive Site Plan. Manage infrastructure and facilities program execution at site, prepare site-specific plans, and participate in the development of the facilities and infrastructure recapitalization program. Implement site-specific Environmental Management (EM) funded projects, including those related to technical, fiscal, safety, and health; manage environmental restoration projects and activities involving all aspects for cleanup.

Construction Project Management: Perform federal construction project planning and management for the Site, including project management for all line item construction project activities, general plant projects and capital construction projects assigned to the Site. Ensure that site project managers meet the NNSA requirements for management training and development.

Environment, Safety and Health: Oversee the implementation of environmental, safety, and health programs at the Site and interface with the Defense Nuclear Facilities Safety Board on Site-specific issues. Serve as NNSA lead for environmental planning, compliance, monitoring, and permitting at the Site and ensure that the M&O contractor meets the requirements for assigned facilities. Conduct process for complying with the National Environmental Policy Act (NEPA). Provide oversight including independent readiness, authorization basis reviews, and accident investigations. Co-sign environmental permits. Develop and maintain a qualified Facility Representative program and implement Site Office quality assurance (QA) program and oversee the M&O contractor QA program. Implement Integrated Safety Management Systems (ISMS) throughout the Site Office and oversee the ISMS implementation of the contractor facilities. Provide non-site specific subject matter expertise and technical support on a non-interfering basis as requested by other sites. Conduct Price Anderson Act activities and manage the on-site Federal Employee Occupational Safety and Health Program.

Security and Counterintelligence: Oversee and administer security programs implemented by M&O contractors at NNSA facilities, including Site cyber security, classification and information protection, physical security, material control and accounting, personnel security, and technical security. Approve the contractor's Site Safeguards and Security Plans (SSSP) or equivalent. Oversee security operations at the Site Office. Implement the counterintelligence programs to protect DOE/NNSA classified and sensitive programs and information, personnel, and assets from foreign intelligence collection and international terrorist activities; and to detect and deter trusted insiders who would engage in activities on behalf of a foreign intelligence service or foreign terrorist entity. Implement DOE policy on foreign visits and manage NNSA and Work-For-Others funded counterintelligence programs. Perform Emergency Management and Response for site.

Finance and Accounting Systems: Utilize NNSA finance and accounting programs to ensure the use of proper oversight and controls at the Site Office. Monitor contractor indirect costs and lead the determination of indirect sizing of overhead pool for Site contracts. Coordinate programmatic audits and reviews by the Office of the Inspector General and US General Accounting Office. Provide Waste, Fraud, and Abuse Program support and compliance with the Federal Managers Financial Integrity Act process. Utilize NNSA Field Chief Financial Officer in implementing the Financial Management Control Program and in overseeing the M&O contractor's internal audit.

Real and Personal Property Management: Provide for and oversee the maintenance of the Site's federal property, approve M&O contractor property systems and manage the Facility Maintenance Management System. Implement policy and define requirements for M&O contractor maintenance. Utilize the NNSA Service Center in the management of real property with respect to property acquisition, control, and disposition at the site.

Budget and Resources Management: Accept Work Authorizations and make appropriate contract modifications through designated Contracting Officers and sign Work

Authorizations to the M&O contractor. Conduct site budget and program reviews, integrate and balance priorities, and participate in planning, programming, and analysis of site budget and resources including the program direction budget. Manage the Program Direction budget for the site.

Human Capital Management: Carry out a full range of responsibilities attendant to assigning work, appraising worker performance, preventing and resolving employee relations issues, and performing other managerial and supervisory activities in conformance with Government civil service standards and requirements and agency human resource policies and practices. Foster the effective management of federal employees and ensure that agency management practices are fair, open, and equitable. Establish and monitor technical and training requirements in support of the Federal Technical Capability Panel. Administer diversity and Equal Employment Opportunity (EEO) programs for Site Office federal personnel consistent with NNSA policy, and use human capital systems (e.g., CHRIS) accordingly.

Contractor Human Resources Oversight: Utilize the Service Center to oversee contractor human resources management activities to ensure that the Site's contractors comply with NNSA requirements including coverage or non-coverage under the Davis-Bacon/Service Contract Act and the NNSA Critical Skills Initiative.

Information Technology: Utilize the Service Center to plan and oversee information technology at the Site Office consistent with NNSA information technology standards, policies, and procedures. Manage the Records Management Program for site and technical information, and ensure compliance with NNSA records and information management policies and procedures. Utilize the Service Center for records management. Provide input to the Service Center as well as to Headquarters on IT tactical and strategic budget planning. Participate in conduct of operations in support of NNSA's Integrated Federal Unclassified Cyber Security Initiative.

Legal: Provide legal counsel to the Site Manager on all legal matters affecting the site and serve as the liaison to the local U.S. Attorney on local NNSA litigation. Assist Headquarters in developing legal policy, reviewing Headquarters legal matters, and coordinating Site Office legal activities with Headquarters.

Public Affairs, Information & Intergovernmental Relations: In coordination with Headquarters, implement a site-specific external relations and communications program to include community and media relations, protocol, intergovernmental relations, employee communications, educational and other outreach programs, and worker and community transition. Interface with community, regulators and interest groups, and produce Site-specific communications.

## NNSA Service Center

### Mission Statement

The National Nuclear Security Administration (NNSA) Service Center supports Site Offices and Headquarters program offices accomplishment of mission activities by providing effective, efficient and standardized business and technical support services.

### Functions

Procurement and Contracting: Provide business support services to Site Offices in their use of procurement and contracting to carry out mission work. Support the Site Offices in their administration and oversight of maintenance and operating (M&O) contracts. Lead M&O source selection and contract award activities. Manage and administer non-site specific contracts for NNSA. Perform contracting and procurement functions for all non-M&O contracts, with the exception of site-specific contract administration. Lead the implementation of procurement and contracting resource training and development. Provide general cost/pricing support. Manage the Small Business Program for non-M&O contractors. Provide NNSA prime contract and M&O subcontract review support to NNSA Headquarters. Implement and administer procurement management information and automation systems.

Program: Provide program execution assistance and expertise as requested by NNSA Site Offices. Manage program execution for assigned multi-site and non-M&O contractor activities for HQ NNSA and non-NNSA program organizations. Participate in Nuclear Explosive Safety Study activities. Lead the program management and guidance for package development and the transportation of unclassified DOE materials for the National Transportation Program (non-NNSA). Process financial assistance agreements with non-M&O contractors.

Construction Project Management: Support Headquarters and Site Offices in conducting Federal construction project management and planning. Provide financial, contracting, and legal support as required. Provide subject matter expertise for independent review teams, and coordinate Project Manager Development and Training.

Environment, Safety and Health: Provide technical services to Site Offices, Headquarters and Service Center to support their implementation of environmental, safety, and health (ES&H) programs. Provide support services related to environmental planning, compliance, monitoring, and permitting. Support the National Environmental Policy Act (NEPA)/Environmental Impact Study (EIS) process and decisions, environmental reviews and oversight, and the corporate ES&H performance measurements process. Coordinate and provide non-site specific subject matter experts. Support Site Offices and/or Headquarters in their FEOSH, Quality Assurance, ISM system, and Lessons Learned programs and manage them for any projects assigned to the Service Center.

Security and Counterintelligence: Administer several enterprise-wide security programs for NNSA. Lead clearance processing and adjudication, and personnel security activities for all NNSA serviced sites. Lead enterprise-wide classification efforts and provide classification policy coordination and review of classification guides. Provide administrative support to Site Offices for Special Access Programs. Lead information security activities including the provision of CMPC training, approval of all Foreign Ownership Control and Influence reviews, and management of the overall classification program. Provide administration support to Site Offices for Special Access Programs. Implement safeguards and security policy at Service Center sites including approving safeguards and security plans and conducting evaluations of security-related programs and activities. Perform Service Center cyber security surveys and surveillance, physical security, and personnel security identification activities for personnel assigned to Service Center sites. Oversee the implementation of security programs related to the Service Center's personnel, information, and facilities. Oversee the implementation of security and counterintelligence programs related to the Service Center's personnel, information, and facilities. Perform emergency management and response for the Service Center.

Finance and Accounting Systems: Lead the administration of NNSA's finance and accounting programs throughout NNSA. Serve as subject matter experts to Site Offices and M&O contractors on the development, interpretation, and oversight of NNSA accounting and financial management policy, practices and procedures, accounting and audit liaison, and M&O contractor operations. Establish, operate, and maintain Federal financial systems and systems of accounts. Administer accounting and fiscal operations; financial analysis and reporting; office support services; payment processing; receivables and collections management; financial and accounting systems development; waste/fraud/abuse program support; financial oversight and reviews; and financial advisory services. Administer indirect cost rate setting; cost accounting standards reviews; pricing of goods and services; financial management/internal control program; budget systems and integration; and M&O contractor internal audit oversight. Coordinate GAO and Inspector General audits and FMFIA compliance.

Real and Personal Property Management: Support Site Offices, the Service Center and Headquarters by managing real and personal property systems and the acquisition, control, and disposition of real property. Manage the Federal Facility Maintenance Management System. Review M&O contractor personal and real property management systems. Recommend to Site Offices the approval of site real estate actions to ensure compliance with Federal regulations. Identify Site utility requirements, analyze options, and provide utility contractual coverage at M&O sites. Provide technical support services to Site Offices on utilities infrastructure oversight. Manage implementation of the Federal energy management programs. Ensure proper protection, inventory control, and disposal of personal property used by Federal employees.

Budget and Resources Management: Process Work Authorizations and participate in budget planning, analysis, reporting, and reviews to support Site Offices, the Service Center, and Headquarters in their budget and resource management functions. Lead the allottee function, activities related to funds control distribution, site budget and quarterly

program reviews, management of the Financial Information Variance Reporting System (FIVRS), and budget systems integration. Support the Site Offices in administering their Program Direction budgets.

Human Capital Management: Lead the implementation of human resources policies and practices in support of the Site Offices, the Service Center, and Headquarters to ensure that Federal human resources effectively support NNSA's mission. Manage the NNSA position classification, staffing, training and recruitment processes. Administer drug testing, technical qualifications, and diversity and equal opportunity programs. Administer employee benefits processing, employee records management, and non-technical training for Site Office and Service Center personnel. Assist in the coordination of full-time equivalent (FTE) management and staffing allocation issues for Service Center personnel and provide administrative support to Headquarters regarding organization change.

Contractor Human Resources Oversight: Provide advice and counsel to NNSA Site Office Contracting Officers, and NNSA Headquarters regarding M&O contractor compensation, diversity, equal opportunity, labor relations, pension and medical benefits and employment policies, plans and activities. Provide advice to Site Offices and Headquarters regarding Davis-Bacon and Service Contract Act determinations and contractor critical skills management. Provide Site Office Contracting Officers with analysis and recommendations regarding approval of specific M&O contractor compensation and benefit actions.

Information Technology: Provide support to Site Offices, the Service Center and Headquarters in the operations and oversight of NNSA information technology resources and initiatives. Lead computer operations and support functions for NNSA. Provide information technology oversight support, administer enterprise support services contracts, perform records management archiving, and lead the records management enterprise initiative. Provide input to Headquarters on the Integrated Federal Unclassified Cyber Security Initiative.

Legal: Assist Headquarters as needed in the development of legal policy, provision of legal review for Headquarters matters, and coordination of legal services from the DOE Office of General Counsel. Assist Site Offices in their role as counsel for the Site Office Manager on legal matters affecting the site.

Public Affairs, Information & Intergovernmental Relations: In coordination with Headquarters, implement a Service Center-specific external relations and communications program to include community and media relations, protocol, intergovernmental relations, employee communications, educational and other outreach programs, and worker and community transition. Interface with the community, regulators and interest groups, and produce Service Center-specific communications.