Project Number Guidance

August 1, 2020

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National Nuclear Security Administration
Office of Nuclear Materials Integration (NA-532)

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ACRONYMS

B&R	Budget and Reporting
COEI	Composition of Ending Inventory
DOE	Department of Energy
ERWM	Environmental Restoration and Waste Management
FY	Fiscal Year
FOIA	Freedom of Information Act
MC&A	Material Control and Accountability
M&O	Management and Operations
NMFAR	Nuclear Materials Forecasts and Allotments
NMIA	Nuclear Materials Inventory Assessment
NMMP	Nuclear Materials Management Plans
NMMSS	Nuclear Materials Management and Safeguards System
NNSA	National Nuclear Security Administration
NPO	NNSA Production Office
NRC	Nuclear Regulatory Commission
ONMI	Office of Nuclear Materials Integration (NA-532)
PVD	Programmatic Value Determination
RIS	Reporting Identification Symbol
U.S.	United States

REVISIONS

August 1, 2020 – Update from FY2020 to FY2021

- Updated format of acronym list
- Added definitions of Program, Subprogram and Project
- Updated E and M project guidance
- General grammatical and verbiage edits to entire document
- Updated Calendar of Actions chart

August 1, 2019 – Update from FY2019 to FY2020

- Updated Attachments 1 and 2 concerning deactivation date guidance.
- Updated guidance on site usage of Subproject and Task.
- Updated E and M project definitions.

1. PROJECT NUMBER OVERVIEW

U.S. Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Headquarters Organizations sponsor and oversee projects involving the use of accountable nuclear material by Management and Operations (M&O) contractor and private facilities in support of DOE and NNSA missions. Federal DOE Field Elements, onsite at the M&O location or private facility, manage these projects using a project numbering system. Project numbers provide financial reporting, program ownership, and materials management information to the U.S. Government about DOE-owned nuclear materials at government and private sites throughout the U.S. and in (reporting) foreign countries. As such, project numbers are an important data input for the Nuclear Materials Management and Safeguards System (NMMSS), the Nuclear Materials Inventory Assessment (NMIA), Nuclear Materials Forecasts and Allotments (NMFAR), Nuclear Materials Management Plans (NMMP), and other materials management and planning tools[1].

In accordance with DOE Order 410.2, Chg. 1, *Management of Nuclear Materials*, DOE Field Elements are required to maintain and update project numbers under their programmatic responsibility, including those holding nuclear material physically located at other sites, on an annual basis or when Budget and Report (B&R) codes. (NA-532)[2].

This guidance provides instructions on managing project numbers throughout their lifecycle and the roles and responsibilities associated with their material and financial management. This guidance should be referenced when creating new project numbers, making changes to project numbers, and when completing the Annual Review and Project Number Conversion process that begins August 1st each year.

1.1 Project Number Submittals

Project Number updates should be submitted to NMMSS, as needed, to ensure NMMSS reflects accurate project number and nuclear material inventory information. Nuclear material control and accountability personnel should work with materials managers at their site to determine appropriate project number designations and status. NMMSS and ONMI staff can assist field element personnel in establishing and determining project numbers.

NMMSS Contact: NMMSS@nnsa.doe.gov
ONMI Contact: Shannon.Chester@nnsa.doe.gov

[1] The NMIA, NMFARs, and NMMPs are material management data products submitted by DOE Field Elements as required by ***DOE O 410.2***, Chg. 1, *Management of Nuclear Materials*

[2]DOE O 410.2, Chg. 1, Management of Nuclear Materials, pg. 12.[3] In accordance with DOE O 410.2, Chg. 1, *Management of Nuclear Materials*

1.2 Project Number Reports

NMMSS utilizes project number data, and their associated inventories, to generate reports in support of DOE complex-wide mission activities such as: material control and accountability, scientific research and development, nuclear energy, national security and non-proliferation programs. These reports include, but are not limited to: Congressional requests, DOE and NRC special requests, Freedom of Information Act (FOIA) requests, financial reporting, health and safety data analysis, and standard inventory reports used for site reconciliation and material management and planning needs.

2. GENERAL GUIDANCE ESTABLISHING PROJECT NUMBERS

Project numbers reflect the attributes of defined inventories of material: project scope and material usage, the field element / physical location, program and financial sponsorship. This information is derived from a project's funding budget and reporting (B&R) code. After a federal program office provides justification for a new project to the Chief Financial Officer (CFO), the CFO establishes a B&R code tying program funding to the project in the financial system. A project may span multiple years and its funding B&R code may go through multiple iterations. Therefore, project numbers will change overtime to reflect a project's entire funded lifecycle.

2.1 Project Number Lifecycle

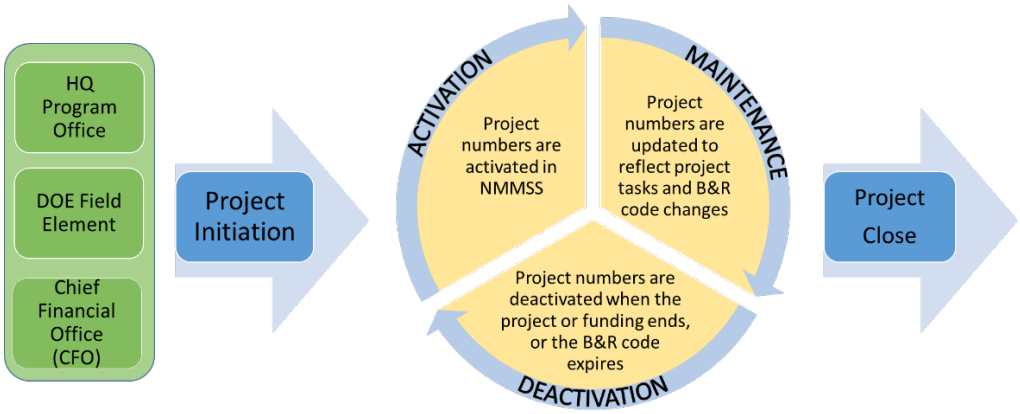
When a project is initiated by the federal program office and funding is assigned by the CFO, the federal program office notifies the field element conducting the project that the B&R code has been established. The material manager or MC&A staff emails NMMSS to establish the project number. NMMSS validates the project number references an active B&R code and activates the project number. Once the number is activated, material can be allocated and used for lifecycle reporting.

Throughout a project's lifecycle, the field element must maintain the project number to ensure it continues to reflect the most up-to-date B&R code and the status of how, when, and where the material is being used. When a project is completed or funding ceases, any residual material must be moved to an active project, returned to the material owner, or disposed of before the project number is deactivated[3].

Figure 2-1 shows the lifecycle of a project number. Additional information is in **Section 3,** *Project Number Maintenance*.

[3] In accordance with DOE O 410.2, Chg. 1, *Management of Nuclear Materials*

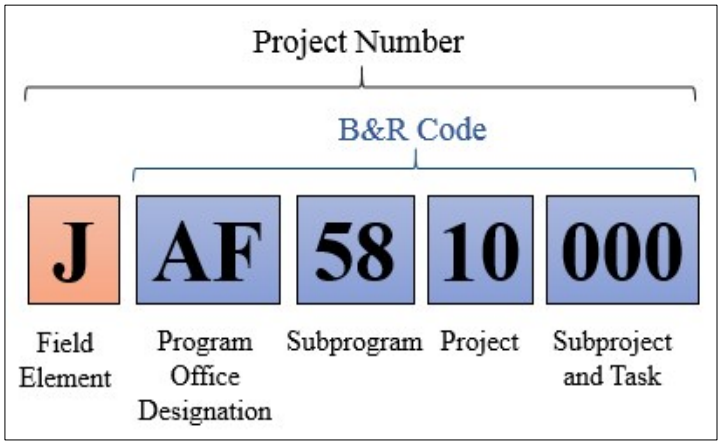
Figure 2-1: Project Number Lifecycle



2.2 Project Number Structure

The project number is a ten-character alphanumeric designation consisting of a prefix indicating the responsible DOE Field Element, followed by the nine alphanumeric B&R code. The structure ties project funding to the project resources, i.e., required material inventories, and supports efficient materials management by preventing material orphaned-in-place, documenting material use, and indicating when material is no longer needed. The relationship between a project number and the B&R code is shown in **Figure 2-2**.

Figure 2-2: Relationship between Project Number and B&R Code



Character 1 – Field Element

The first character of the project number represents the DOE Field Element with the responsibility for the reporting and safeguarding of nuclear material. Referencing **Table 2-1** *Field Element Designations*, the project number J-AF-5810-000 belongs to the Idaho Operations Office, as indicated by the J at the beginning of the project number.

In most cases the field element identifies the physical location of the material (exceptions can include when a project's material is shared between sites or is temporarily stored offsite). **Table 2-1** provides a list of the DOE Field Elements and their corresponding characters.

Table 2-1: Field Element Designations

Field Element	DOE Field Element
A	Los Alamos Field Office
	NNSA Production Office (NPO) Pantex
C	Chicago Operations Office
D	Savannah River Operations Office
F	Y-12 National Security Complex
	Oak Ridge Office of Environmental Mgmt.
G	Portsmouth/ Paducah Project Office
H	Office of River Protection and Richland Operations Office
J	Idaho Operations Office
K	Naval Reactors Laboratory Field Office-Schenectady
L	Livermore Site Office
N	Nevada Site Office
P	Naval Reactors Laboratory Field Office-Pittsburgh
Q	Headquarters
S	Sandia Field Office (new projects)
U	Pacific Northwest Site Office
V	Waste – site specific
Y	Headquarters

*E and M projects are no longer field designations. Additional information is available in Attachment 3.

There are two instances when field elements are shared between sites: "A" and "F". In these cases the reporting identification symbol (RIS) is used to determine the responsible field element for each unique project number. Project numbers and programmatic RISs may be found in the NMMSS T-141 report, *DOE Project Number – Project Title Index by Programmatic Operations Office/Organization* by contacting NMMSS staff.

In past guidance, E and M field element designations represented headquarter programs with oversight of excess material. As a result of operational restructuring and mission changes, management processes of excess material needs were updated to accommodate present day requirements. Thus, the prefix designations were eliminated and moved to the last three characters of the project number allowing the field element with programmatic ownership to be maintained. "E" Excess projects should be used to manage material that is excess to programmatic need, while "M" projects are used for material that requires headquarters approval for use due to its limited remaining quantities or high demand. More information on E and M projects are available in **Attachment 3**.

Characters 2-3 — DOE Program Office Designations

Characters two and three of the project number reflect the first two characters of the B&R code structure. These characters identify the DOE-HQ organizational element that provides financial sponsorship of a specific project. Program offices are executive level organizations entrusted with a distinct mission. **Table 2-2**, *Program Office Designations*, is a partial list of DOE-HQ organizations and corresponding program office designations. For example, the Headquarters Office of Nuclear Energy financially sponsors the project J-**AF**-5810-000. A full list of program office designations is available in **Attachment 4.**

Table 2-2: Program Office Designations (Characters 2-3)

HQ Organization	Program	Program Title
Nuclear Energy	AF	Nuclear Energy Research & Development
	DB, DF	Waste Management System
Naval Reactors	AJ	Naval Reactors
Science	AT	Fusion Energy Sciences
	KA	High Energy Physics
Environmental Management	EU	Environmental Restoration and Waste Management (ERWM)- Uranium Enrichment Decontamination and Decommissioning Fund
	EW	ERWM- Defense
National Nuclear Security Administration	DN	Defense Nuclear Nonproliferation
Environment, Health, Safety, and Security	GD	Nuclear Safeguards and Security
	HA	Environment, Safety, and Health

Character 4-7 — Subprogram and Project

Characters four and five of the project number, (characters three and four of the B&R code) identify the subprogram and project. Subprograms are specific entities, within the program, that have direct financial and technical oversight of sponsored projects.

Characters six and seven of the project number (five and six of the B&R code) identify the funded project that requires the need for accountable nuclear material. Projects are well defined endeavors, funded from initiation to close (material disposition) that are approved by a program to achieve a specific mission objective.

Character 8-10 — Subproject and Task

Characters eight through ten in the project number, (seven through nine the B&R code structure) identify the subproject and task. These characters are used to further delineate specific tasks, material needs, or separate active material from waste stream material that accumulates during a

project's lifecycle. Field elements can determine the use of these last three characters to best meet their material and project management needs.

3. PROJECT NUMBER MAINTENANCE

Project numbers track the allocation of nuclear material inventories throughout the entire lifecycle of a project, from project initiation to project close. As material moves between projects or project tasks, ships to another site, or is no longer needed, it must consistently reflect the project number and B&R code funding that effort. This requires constant communication with NMMSS, between material management staff (federal and contractor), and facilities currently possessing or in future receipt of project material. DOE and NRC alike, material managers and material control and accountability (MC&A) staff need to be aware of project changes and impacts to their material management databases and reporting requirements.

Field elements must communicate with NMMSS analysts when:

- Requesting a new project number
- Requesting adjustments to existing project number
- Deactivating an active project number

Additional maintenance activities associated with the Annual Project Number and Project Number Conversion process are described in: **Attachment 2**, *Annual Project Review Process*.

3.1 Request a New Project Number

The activation of a new project number can be requested at any time. Field element personnel must submit information regarding the project title, description, dates, and classifications to NMMSS by email. NMMSS staff will process the request and notify the field element when the project number has been activated, at which point material quantities can be assigned. **Attachment 1**, *Requesting a New Project Number* lists all of the information required to request a new project number.

In the event that a duplicate project number is requested, NMMSS will notify the field element and request an adjustment to the new number such as changing the last (10^{th}) character of the number

3.2 Maintaining a Current Project Number

Project numbers must be maintained to ensure they reflect the most accurate financial, material, and programmatic information. To meet this requirement, on a yearly basis project numbers are validated as part of NMMSS' s annual project number review process and when any of the following events occur: :

1. Change in DOE Headquarters program sponsorship
2. B&R code changes or deactivation
3. New project is initiated or existing project is closed
4. Material transfers to a different field element, either physically or to the book inventory

When material is shipped offsite as part of collaborative project, recovery/recycling, or for temporary storage, federal material or program managers may decide to change the field element designation, as appropriate, to accurately reflect any changes in material reporting and safeguarding responsibilities.

Project information such as the project title, project description, deactivation date, quantities classification, and/or allotment code can be requested at any time (for classification levels and allotment code options, see **Attachment 1**).

3.3 Deactivate a Project Number

A project number should be deactivated when a project, or associated project task, is completed, when funding is expended, or the B&R code is no longer active. To deactivate a project number, field element personnel managing the project must submit a formal request to NMMSS.

In preparation for project number deactivation, all associated inventories must be first removed. Removal can be accomplished by reassigning material to another project number for continued use, recycle/recovery or disposal, or through a change of ownership. This includes the associated inventories at NRC facilities. It is the responsibility of the field element, in coordination with ONMI, to determine the future use/project number for the material. Field elements can contact NMMSS anytime to get a list of all facilities/sites, and their contact information, that have material under the project number. ONMI will reject deactivation requests to NMMSS for project numbers that still contain material. Delays in removing material prevent project closure, impact end of fiscal year inventory reconciliation and increase the risk of material being orphaned in place.

4. ANNUAL PROJECT NUMBER REVIEW PROCESS

NMMSS performs an annual project number review in preparation for the new fiscal year (FY) release of B&R codes. The review commences on August 1st when NMMSS staff sends DOE Field Elements the updated Project Number Guidance along with Report T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet*, requesting a review of the active project numbers within their programmatic responsibility.

The annual review assures NMMSS maintains current project number information, the project numbers are reflective of material management and programmatic needs, and reference active B&R codes. During this process new projects are requested, and any completed or closed project numbers are marked for deactivation. Requests for project deactivation are approved

only after the project number is cleared of all associated inventories. Directions and additional information on the annual review process is listed in **Attachment 2**, *Annual Project Review Process*. This review process begins before for the end of the current fiscal year, August 1st, and involves the comparison of active project numbers against the list of B&R codes (funded projects) for the upcoming fiscal year.

4.1 Calendar of Actions

The Table 4-1, *Annual Project Review Calendar* below lists the dates and actions for each phase of the project number annual review process. Approvals and subsequent distribution of the T-141 report is dependent on the date of the FY21 release of the CFO's B&R code reference.

Table 4-1: Annual Project Review Calendar

August 1st	•**NMMSS** - Sends Report T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet* and FY21 Project Number Guidance to DOE Field Elements.
September 1st	•**DOE CFO** – Updates the list of B&R code changes for the upcoming fiscal year, available at: BARC Codes. •**DOE Field Elements** – Reviews and updates project numbers in T-147 form to align with FY21 B&R codes.
September 24th	•**DOE Field Elements** – Provide ONMI/NMMSS with project number changes by emailing NMMSS (nmmss@nnsa.doe.gov). •**ONMI** – Reviews and validates project number submissions.
October 1st	•**NMMSS** - Provides a notification of approval/rejection of submissions •**DOE Field Elements** - Notify NRC facilities with DOE-owned material of approved project number changes.
After October 1st	•**NMMSS** - Distributes Report T-141, *DOE Project Number – Project Title Index by Programmatic Operations/Organization Office,* to DOE Field Elements.

Note: Updated B&R Codes and Program Office Designations are available at: https://iportalwc.doe.gov/webcenter/content/conn/iPortalContent/path/MyWebCenterSpaces/EFASC1/BARC/index.htm.

5. ROLES AND RESPONSIBILITIES

The roles and responsibilities related to the management of project numbers are defined in DOE O 410.2, Chg. 1. The following section contains clarifications to specific responsibilities for project number management.

5.1 Chief Financial Officer

The Office of the Chief Financial Officer is responsible for managing the Budget and Reporting Classification Codes (BARC) system throughout the DOE/NNSA complex. On an annual basis, federal program offices provide the CFO with their budget and funding allocations based on program mission objectives. Program offices further provide the high-level tasks assigned to each project, at their discretion, which are added to the CFO's BARC system.

September 1st of each year (into October) the CFO provides DOE Headquarters organizations, and DOE Field Elements with a listing of B&R classification code changes for the upcoming FY.

5.2 DOE Field Elements

Field element materials management personnel should work with program and financial management personnel at their sites to determine which active B&R codes are associated with their funded projects. Specifically, field elements must:

1. Ensure the project number accurately reflects programmatic use, location and ownership of the material:
    a. Review the second and third characters of the project number to ensure they reflect the correct program office (see Attachment 4: Field and Program Office Designations). In some cases, this involves the fourth and fifth characters as well.
    b. Review the fourth through seventh characters (third through sixth character of the B&R code) to ensure that the project number relates to the specific program activity to which the project is assigned.
    c. Determine the use of the eighth through tenth characters.
2. Coordinate with the ONMI and appropriate DOE Headquarters organizations to ensure that project numbers for nuclear materials are established, reported, and deactivated. Field elements should work closely with their site contractors to ensure that the nuclear materials management organization effectively manages project numbers and with the material control and accountability (MC&A) organization to ensure that changes to project numbers are incorporated into site MC&A systems as needed.
3. Annually review and updates project numbers to align with the B&R codes for the upcoming FY by October 1 each year. This process should begin as soon as the NMMSS report T-147,

Active DOE Project Number Fiscal Year Conversion Worksheet, is received and the B&R codes for the upcoming FY are issued.

4. Maintain proper assignment of project numbers to DOE-owned or DOE-managed nuclear materials under their programmatic responsibility.
5. Report their accountable nuclear materials inventories in a manner consistent with DOE O 410.2, Admin Chg. 1, *Management of Nuclear Materials* requirements, as well as other ONMI guidance including the NMIA. Project numbers should remain consistent between both databases, with the exception of mid-year project closing.

5.3 Office of Nuclear Materials Integration

The Office of Nuclear Materials Integration (ONMI) federal staff are required to update and distribute the Project Number Guidance by August 1st each year. Once the T-147 report is completed and provided to NMMSS, ONMI must validate and verify that each project number references an active B&R code.

5.3.1 NMMSS Staff

1. Update project numbers requested by the DOE Field Elements for the upcoming FY, effective October 1st.
2. Send NMMSS Report T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet,* to DOE field and Headquarters offices on August 1st of each year with instructions for updating the project numbers based on the new B&R codes for the upcoming FY.
3. Update the NMMSS database (authority reference files) based on completed T-147 worksheets submitted by the DOE Field Elements and program offices.
4. Distribute updated T-141 reports, *DOE Project Number – Project Title Index by Programmatic Operations/Organization Office*, after October 1st of the new FY.
5. Maintain and update the lists of historical and current project numbers in electronic formats.
6. NMMSS personnel can be contacted by emailing NMMSS@nnsa.doe.gov

6. REFERENCES

- DOE O 410.2, Chg 1, *Management of Nuclear Materials*
- DOE O 474.2, Chg 4, *Nuclear Material Control and Accountability*
- NMMSS Reports:
  - D-002, *DOE Directory of Reporting Identification Symbols*
  - D-003, *NRC Directory of Reporting Identification Symbols*
  - D-015, *International Nuclear Facilities Codes*
  - T-141, *DOE Project Number – Project Title Index by Programmatic Operations/Organization Office*
  - T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet*
- *Nuclear Materials Management and Safeguards System (NMMSS) User Guide*, Rev. 2.1, April 2017.
- BARC system reference for validating project numbers:

https://iportalwc.doe.gov/webcenter/content/conn/iPortalContent/path/MyWebCenterSpaces/EFASC1/BARC/index.htm

ATTACHMENT 1: REQUESTING A NEW PROJECT NUMBER

Project numbers can be requested, throughout the year, by providing the basic information below to NMMSS staff. Once NMMSS staff receives the information, ONMI will validate that the project number reflects an active B&R code after which, NMMSS will activate the project number and provide notification it is ready for use.

- **RIS**: Reporting Identification Symbol of the site making the request.
- **Project Number**: The project number should reflect the B&R code housing the project's funding.
- **Project Title**: The unclassified name of the project.
- **Project Description**: A brief unclassified description of the purpose of the project. This field is used by ONMI/NMMSS to understand the purpose of the project and how the material will be used.
- **Allotment Code** - The allotment code refers to the purpose of the material.
  - ***Supplier (S)***: Projects that produce, process, or store nuclear materials for the purpose of distribution to DOE or non-DOE user projects.
  - ***User (U)***: Projects that use nuclear materials for research and development, nonproduction reactors, and weapons activities or for uses other than producing or separating accountable nuclear material supplies for distribution.
  - ***Disposition (N)***: Projects that place nuclear material in its lifecycle end-state and under the program management control of the Office of Non-proliferation or the Office of Environmental Management.
- **Quantities Classification** - (10: Unclassified; 20: Confidential-National Security Information (NSI); 30: Confidential-Restricted Data (RD); 50: Secret-RD (SRD)). *
  *When determining the classification code, consideration should be given to both the sensitivity of the assigned material inventories and any potentials shipments of assigned inventories to/from another facility/site. The shipping/receiving site must be approved to the associated level of classified information before any transaction takes place or the transaction will be in error.
- **Activation Date**: The date project work commences.
- **Deactivation Date**: This should be the estimated completion or end date of the project include the disposition of the material (disposal, reassigning, returning, etc.). The date cannot be later than 9/30/2045.

A list of updated B&R codes is available at:

https://iportalwc.doe.gov/webcenter/content/conn/iPortalContent/path/MyWebCenterSpaces/EFASC1/BARC/index.htm or by contacting NMMSS staff.

ATTACHMENT 2: ANNUAL PROJECT REVIEW PROCESS

DOE Field Elements, as directed by DOE O 410.2, Chg. 1, are required to review assigned project numbers on an annual basis to ensure:

1. Existing project numbers accurately reflect the responsible field element and DOE/NNSA Headquarter program office. Field element material managers should coordinate with their program managers, material control and accountability managers, and financial personnel as needed to verify the accuracy of project number information;
2. Consistency with the current B&R structure for the upcoming fiscal year (FY);
3. Need for new project numbers; and
4. Identification of project numbers needing deactivation.

As part of the annual project number review process field elements need to identify material under their project number(s) located at other sites, including NRC licensee facilities, and communicate any upcoming changes. Delays in reporting project number changes can result in transaction errors, lags in end of year reconciliation due to errors, and the need for additional corrections.

Project Number Annual Review

On August 1 of each year, NMMSS staff sends NMMSS Report T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet,* to DOE/NNSA Headquarter organizations and DOE field elements with instructions for updating the project numbers based on the new B&R codes for the upcoming FY. The *Project Number Fiscal Year Conversion Worksheet* contains a listing of each site's current project numbers and provides specific instructions for communicating changes to NMMSS for the following events:

- Retaining existing project numbers
- Deactivating existing project numbers
- Establishing a new project number
- Converting an outdated/existing project number to a new project number
- Combining multiple current project numbers into a single project number
- Changing the project title and/or description
- Changing the classification of the project quantities

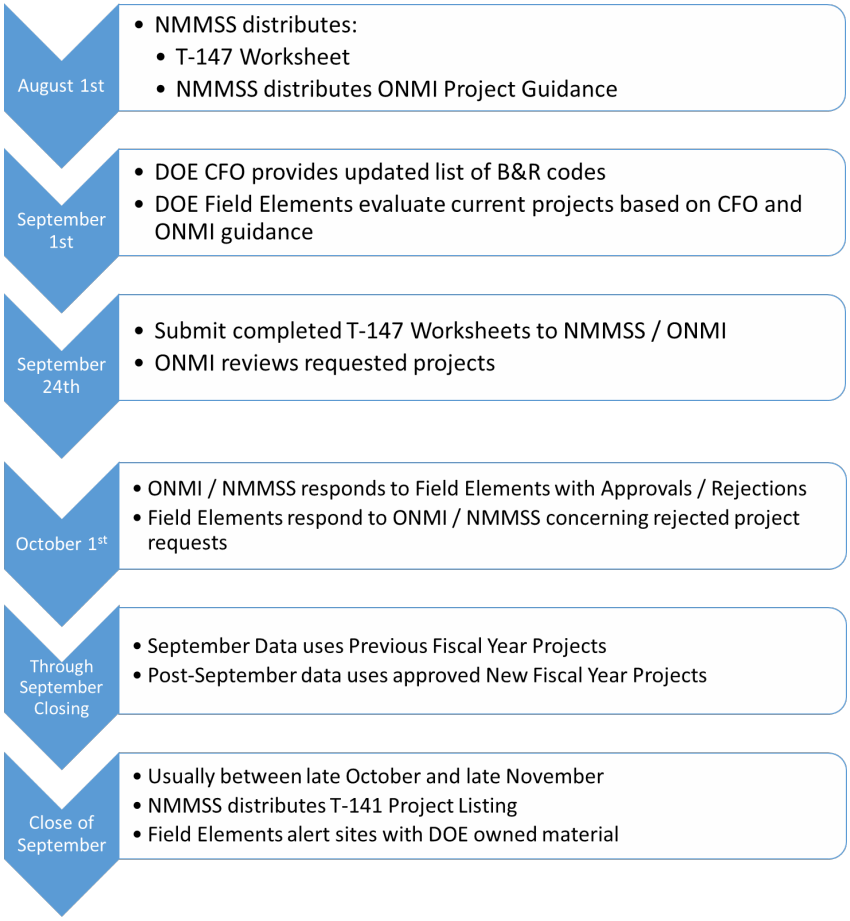
All material must be transferred to another project number, or undergo a change in ownership, prior to deactivation. Field elements making changes to a project number must also notify all other facilities having materials affected by the change, this is especially important when deactivating a project number. Locations of material by project number is available by

contacting a NMMSS staff member. After a project number has been activated, modified or deactivated NMMSS staff notifies the field element requesting the changes.

A reference list of updated B&R codes is available at: https://iportalwc.doe.gov/webcenter/content/conn/iPortalContent/path/MyWebCenterSpaces/EFASC1/BARC/index.htm or by contacting NMMSS staff.

ONMI Project Number Review

After DOE Field Elements provide their updates to existing project numbers, ONMI federal staff reviews and validates these inputs. Analysis focuses on the project number reflecting new FY B&R codes, material sponsorship, location, use, and deactivation date (not later than 9/30/2045). Once analysis is completed, ONMI provides feedback to NMMSS accepting the updates or requesting additional information or changes. Finally, NMMSS communicates with the field element to gather any additional information and completes the activation process. Validated changes from the T-147 report are entered into the NMMSS database and notification is sent when project numbers are a ready for use, as of October 1st of the current year.



ATTACHMENT 3: E AND M PROJECT MANAGEMENT

E and M materials in past guidance identified two types of excess material - material not needed but usable in its current form or recoverable and material not needed and not usable or economically recoverable. The use and definitions of both E and M projects were updated in FY2020 guidance to meet current material management practices and optimize their use in DOE and NNSA programs. ONMI is responsible for working with field elements and DOE/NNSA Headquarter program offices to coordinate the management of these materials.

E project materials are materials not needed by any active program. Material may be usable, recoverable (such as scrap, waste streams, residues, spent fuel, and targets), or is considered not feasible for recovery and will undergo disposal. These materials may be either irradiated or un-irradiated. E project materials may be processed onsite or transferred for recovery, storage, or disposal.

As excess material accumulates during a project's life-cycle it can be moved from an active project number to a correlating E project number. For example, a site conducting project J-AF-5810-123 generates waste in the process of completing project work. The site contacts NMMSS to establish project number J-AF-5810-EEE. Once established the site moves the excess inventories into the E project when they conduct a physical or book inventory adjustment.

Separating active material from the generated excess material allows both the field element and ONMI to track growing inventories and plan for material disposition needs. Material can reside in the E project until it can be moved into a supply project number for recovery, as needed, or go through a Programmatic Value Determination (PVD) process as part of the disposition process. With the approval of ONMI, the field office responsible for recovery assigns an appropriate supply project number to track and report the material. Alternatively, material that has been approved to be disposed of should be moved into a disposition project number. Additional information on the disposition process is available in DOE O 410.2, Admin Change 1, *Management of Nuclear Materials*, or by reaching out to ONMI.

M project materials are materials that are in high demand or low quantity and require headquarter management to ensure quantities are available as required for mission essential functions across the DOE complex. Embargoed material may also be moved under an M project number to ensure inventories are protected from use or disposal.

These materials may be suitable for research and development, reactor fuel, and weapons production projects. M project materials may not be transferred, shipped offsite, or processed without ONMI approval. Additional requirements may apply to handling, storage, and processing.

Format for E and M Project Numbers

Current guidance requests EEE be used for the last three characters for E projects and MMM be used for the last three characters for M projects. Examples: J-AF-5810-EEE for an E project or J-AF-5810-MMM for an M project. This changes maintains the identification of the field element with programmatic and reporting responsibility for the material, in accordance with the standard project number format.

ATTACHMENT 4: FIELD AND PROGRAM OFFICE DESIGNATIONS

The reference tables below provide descriptions of the project number characters that comprise the 10-digit alphanumeric structure.

Table A4-1: Additional Field Element Designations (1st Character)

Organization	Field Element Identification (1st character)	DOE Field Element (with programmatic oversight)
DOE	R3	Headquarters – foreign facilities
DOE	V3	Waste – site-specific
DOE	Y3	Headquarters
DOE	Z	Headquarters (licensees)

The chart below lists the field element designations R, V, Y or Z. These designations are reserved for DOE owned and non-DOE owned material at foreign locations, waste facilities, or other domestic licensees. Project numbers for these material inventories are NMMSS system generated or ONMI assigned.

Table A4-2: R, V, and Z Project Numbers

Project Number Begins With	Description	Owner Code*	Other Criteria
R-10	DOE leased to foreign governments at foreign sites	G	RIS begins with R
R-11	Foreign private at DOE sites	J	RIS begins with A-Q but not B
R-50	DOE owned at foreign sites	G	RIS begins with R
V-72	Waste	None	Four-character RIS or composition of ending inventory (COEI) 963 (burial material – NMMSS book inventory)
Y-11	DOE material owned at domestic licensees without project numbers	G	RIS begins with B, W, X, Y, or Z
Y-70	Domestic lease	G or J	Reported if DOE RIS
Y-71	Domestic private at DOE sites	J	RIS begins with A-Q but not B
Z-73	Other government agencies at DOE sites	G	RIS begins with A-Q but not B

*G = U.S. Government-owned (DOE) nuclear material.
*J = All other non-DOE-owned material located at a DOE site.

Table A4-3: Program Office Designations (Characters 2-5)

HQ Organization	Program	Subprogram	Program Title
Nuclear Energy	AF	All but 17 - 19	Nuclear Energy Research & Development
	DB		Waste Management System
	DF		Waste Management System
	NT		Nuclear Energy Enabling Technologies
	RC		Reactor Concepts Research, Development, and Demonstration
Naval Reactors	AJ		Naval Reactors
Science	AT		Fusion Energy Sciences
	KA		High Energy Physics
	KB		Nuclear Physics
	KC		Basic Energy Sciences
	KJ		Advanced Scientific Computing Research
	KP		Biological and Environmental Research
	KT		University and Science Education
	ST		Isotope Production and Distribution Program
	WN	10	Costs from the sale of isotopes and related services
Environmental Management	EU		Environmental Restoration and Waste Management (ERWM) - Uranium Enrichment Decontamination & Decommissioning Fund
	EW		ERWM - Defense
	EX		ERWM - Non-Defense
	EY		Environmental Management - Defense
	EZ		Environmental Management - Non-Defense
	FD		Defense EM - American Recovery and Reinvestment Act of 2009
	FE		Non-Defense EM - American Recovery and Reinvestment Act of 2009
	FF		UED&D EM - American Recovery and Reinvestment Act of 2009
National Nuclear Security Administration	AF	17	Nuclear security/Russian Production Reactor Shutdown Program
	DN		Defense Nuclear Nonproliferation
	DP		Weapons activities
	GA, NI		Fissile Material Disposition
	NE		Nonproliferation and verification research and development
	MB		Directed Stockpile Work
	MD		Engineering Campaign
	MP		Domestic Uranium Enrichment Research, Development and Demonstration

HQ Organization	Program	Subprogram	Program Title
	NN		Nonproliferation and National Security
	NP		New Production Reactors
	SC		Nuclear Analysis Capability
Environment, Health, Safety and Security	GD	00, 03, 05, 06	Nuclear Safeguards and Security
	HA		Environment, Safety, and Health
	SO		Office of Security
Office of Energy and Threat	GD	21, 25, 26, 30, 31, 40, 50, 60	Technical analysis
Activities not related to a specific program	39		Plant Acquisition and Construction
	40, 50		Reimbursable work and cooperative work - other Federal entities
	60		Reimbursable and cooperative work - non-Federal entities
	FS		Safeguards and Security
	WN	00, 01, 02, 03, 04, 05, 06, 11, 19, 25, 31,32, 65, 90	Cost of work for others
	YN	09	Other Costs and Credits

A complete list of Program Office Designations (B&R Master List or by Assistant Secretary Listing) and B&R codes changes is available at: A complete list of the current B&R codes and descriptions may be found at https://iportalwc.doe.gov/webcenter/content/conn/iPortalContent/path/MyWebCenterSpaces/EFASC1/BARC/index3.htm.

ATTACHMENT 5: DEFINITIONS

E Project. Nuclear material that is not needed for active program should be held under an E project number utilizing the format: X-XX-XX-XX-EEE.

Disposition Projects. Projects that place nuclear material in lifecycle end-state and under the program management control of the Office of Non-proliferation (NN) or the Office of Environmental Restoration and Waste Management (EM), but do not include user projects or supply projects.

Embargoed. Nuclear material designated by Headquarters Elements as restricted or specially controlled. Embargoed material may be identified with M Projects.

Field Element. Includes all of the DOE-designated operations offices, site offices, and other offices such as the Naval Reactors Laboratory Field Offices.

Headquarters Organization. Includes all DOE or NNSA Headquarters organizations, whether programmatic or administrative.

M Project. Nuclear material quantities in high demand or of low inventory should be held in an M project number utilizing an X-XX-XX-XX-MMM format. ONMI approval is required for transferring material into and out of an M project (previously referred to as the "M Account.").

Nuclear Materials. A collective term for materials so designated in DOE O 410.2, Chg. 1, *Management of Nuclear Materials*. These materials are: americium-241, americium-243, californium-252, curium, deuterium, enriched lithium, neptunium-237, plutonium-238, plutonium-239, plutonium-241, plutonium-242, thorium, tritium, depleted uranium, normal uranium, enriched uranium, and uranium-233.

Office of Nuclear Materials Integration (ONMI), NA-532. NNSA Office responsible for nuclear materials management policy, guidance, and integration of DOE complex-wide management, consolidation, and disposition of nuclear materials.

Program. Program offices are executive-level organizations entrusted with a distinct mission.

Project. Well-defined funded endeavors, with explicit start and end dates, initiated by a federal program office to achieve mission objectives.

Project Number. A 10-character alphanumeric description that identifies nuclear material allocated to the tasks or phases of project work assigned by a DOE Headquarters organization or DOE Field Element.

Subprogram. Specific entities, within a program, that have direct financial and technical oversight of sponsored projects.

Supply Projects. Projects that produce, process, or store nuclear materials for the purpose of distribution to DOE or non-DOE user projects.

User Projects. Projects that use nuclear materials for research and development, non-production reactors, and weapon activities or uses other than producing or separating accountable nuclear material supplies for distribution.