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I. PURPOSE AND SCOPE

This procedure describes the process for acquiring government sector services for the National Spent Nuclear Fuel Program (NSNFP). This procedure addresses the acquisition of services from government agencies and their agents, including DOE National Laboratories and their respective management and operating or management and integration contractors. These sources are referred to as *Government Sector Suppliers* (see glossary). This PMP applies to the acquisition of *staff augmentation* (see glossary) from a government sector supplier.

Work funded by NSNFP and performed by the Office of Civilian Radioactive Waste Management (OCRWM) or direct support organizations of OCRWM does not represent a NSNFP/supplier interface and is not subject to this procedure.

NSNFP procurement actions in progress prior to the release of Program Support Organization (PSO) 4.02, Revision 0, may continue to use NSNFP statements of work for the existing work scope.

II. SUMMARY

This procedure describes the conditions that lead to the creation of a NSNFP Task Management Agreement (TMA) and scope changes to an existing NSNFP TMA. The procedure demonstrates the format of TMAs, addresses criteria to use in the development of TMA content and during formal reviews.

Other procedures in the NSNFP Documents Manual contain criteria to develop and review test plans, software control plans, technical reports, or other engineering-related products that can be used in conjunction with a TMA when the task involves the development of these deliverables by the supplier. The development and review criteria in these NSNFP procedures can be separated from the applicable NSNFP procedure, attached or otherwise incorporated into a TMA, and flowed down to government sector suppliers. In this manner, the TMA work scope description can be refined and deliverables, such as test plans, software control plans, or technical reports, can be quantified. The internal NSNFP review criteria for the document type and NSNFP procedures for reviewing documents then form a method to determine product acceptance in combination with other methods such as supplier assessments.

III. PROCEDURE

A. Initiating a NSNFP TMA or Scope Change to an Existing NSNFP TMA

NSNFP PSO Technical Staff

1. Prepare a NSNFP TMA or scope change to an existing NSNFP TMA when:

NSNFP PSO Technical Staff

a. A NSNFP Planning/QA Program Applicability Evaluation indicates the use of a government sector supplier is planned for a task.

b. An updated NSNFP Planning/QA Program Applicability Evaluation introduces a scope change involving existing tasks being performed by a government sector supplier.

c. Directed by the PSO Manager.

B. Developing Content for a NSNFP TMA or a Scope Change

NSNFP PSO Technical Staff

1. Use the format shown in Attachment A to guide in creating the content of a NSNFP TMA or a scope change to an existing NSNFP TMA.

a. Coordinate with the NSNFP Document Control Coordinator (DCC) to select a NSNFP TMA number.

b. Incorporate without change, the specific text of Attachment A, Section 6, Purpose and Agreement.

c. Refer to the current NSNFP Planning/QA Program Applicability Evaluation to help develop task descriptions, deliverables, quality assurance (QA) requirements, training requirements, and interfaces.

d. For NSNFP TMAs acquiring staff augmentation, include the experience requirements selected from NSNFP Program Management Procedure (PMP) 2.04.

(1) Include provisions for NSNFP and the supplier's organization to coordinate the verification of each selected individual's experience as required by NSNFP PMP 2.08.

Note: Coordination is required to ensure that Form NSNFP 2.08-1 is filled out appropriately by both NSNFP and the supplier's organization.

e. As applicable, use the development and review criteria from NSNFP procedures governing the preparation of test plans, software control plans, technical documents, or other engineering-related products and incorporate the review criteria as a referenced attachment or incorporate portions of the text applicable to the supplier's work scope.

f. As appropriate, attach and reference software control plans or test plans, which were developed and approved by NSNFP and are to be performed by the supplier.

g. Interface with the prospective government sector supplier as needed to develop the TMA or TMA scope changes.

NSNFP PSO Technical Staff

(1) At the discretion of the PSO Technical Staff, coordinate with NSNFP QA and proceed with the identification, review, and approval of the supplier's QA program implementing documents and implementing procedures for the work scope.

(a) Consider the supplier's previous approval status as may be indicated by the NSNFP Qualified Suppliers List.

(2) If performed prior to TMA approval, document the results of the QA program review and any actions necessitated by the review as part of the TMA.

h. For scope changes, place change bars in the margin of the NSNFP TMA to signify modified or revised text areas.

C. Reviews and Approvals of NSNFP TMAs and Scope Changes

NSNFP PSO Technical Staff

1. Submit completed draft NSNFP TMAs and subsequent scope changes for review and approval according to NSNFP PMP 6.01.

2. Obtain the performing organization representative's concurrence.

3. Initiate a distribution of the approved TMA in accordance with NSNFP procedure PMP 6.03.

4. If required, facilitate approval of the government sector supplier's QA program according to NSNFP procedure PSO 7.02.

5. If required, facilitate annual supplier evaluations according to NSNFP procedure PSO 7.02.

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Task Management Agreement Format and Criteria

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP procedure PMP 17.01.

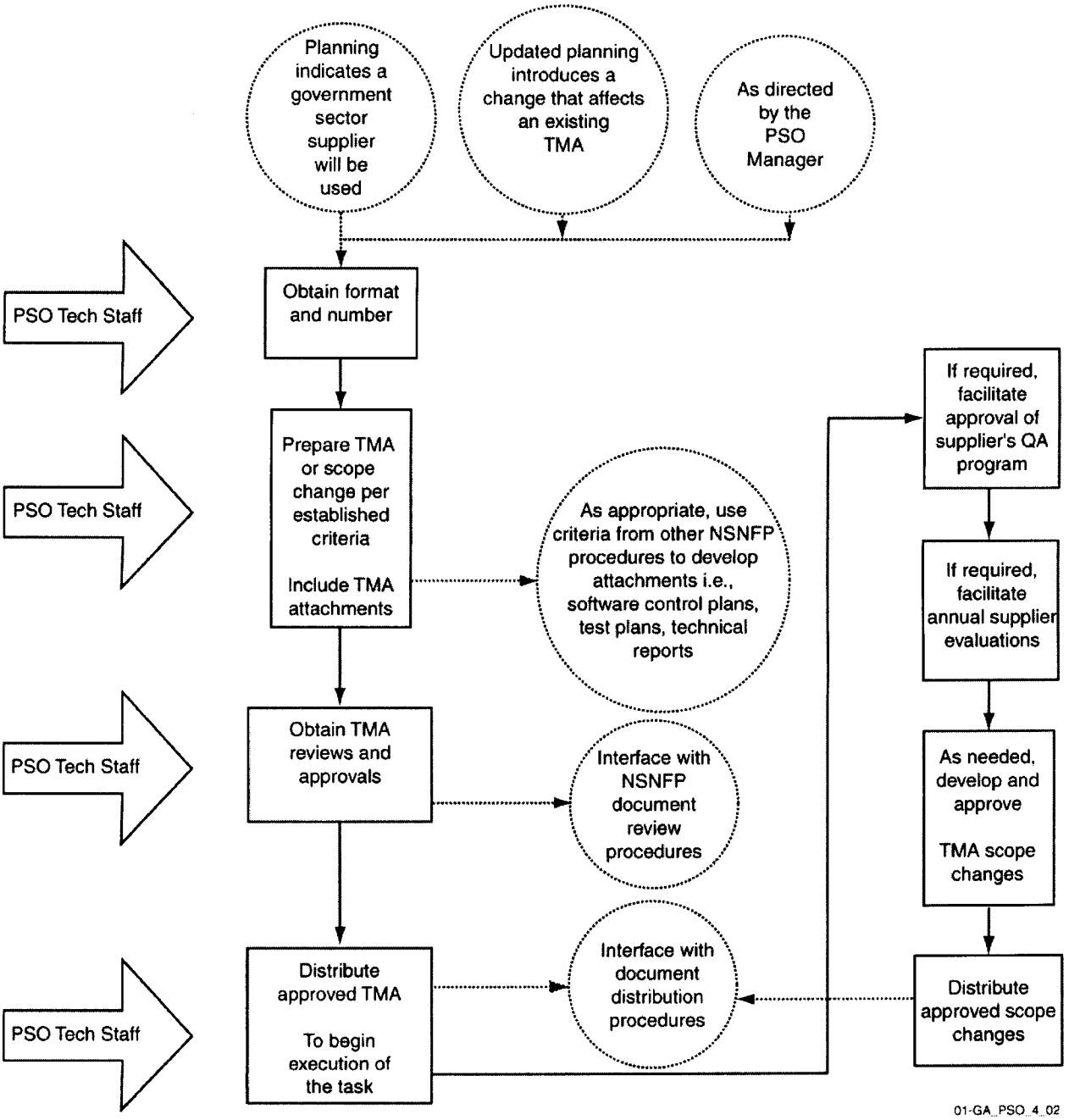
Lifetime

A. Approved NSNFP Task Management Agreement(s) and changes thereto

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

NSNFP Task Management Agreement Format and Criteria

1. NSNFP TMA Number: **Revision Number:**	**2. Date of Preparation:**
3. NSNFP Activity /Task Title:	**IWO No. or WBS No.:** (if used)
5. Name of Principal and Subtier Performing Organizations:	

6. Purpose and Agreement:

This Task Management Agreement (TMA) documents conditions necessary for coordination between the National Spent Nuclear Fuel Program (NSNFP) and the listed performing organizations (NSNFP government sector suppliers).

The NSNFP and the listed performing organization agree to coordinate activities associated with this Task Management Agreement and to provide programmatic communications and resources intended to ensure accomplishment of the agreed upon work. In the performance of activities delineated and quantified in the work scope section of this document and referenced attachments, the following general agreement will be adhered to.

- The scope of work will be completed as scheduled within the authorized budget as stipulated in Section 7m.
- Unless otherwise stipulated in Section 7d or 7f, the supplier will have a documented quality assurance program commensurate with the scope, nature, or complexity of the item or service to be provided. The documented quality assurance program shall be acceptable to NSNFP when compared to the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance Requirements and Description (QARD). NSNFP Quality Assurance Program Manager written acceptance of the supplier's quality assurance program shall be obtained prior to starting quality-affecting work. The supplier shall implement the accepted quality assurance program for the work performed for NSNFP.
- The supplier shall incorporate appropriate quality requirements into any procurement document issued to a subtier supplier.
- All personnel assigned to perform the work will be trained and qualified as required by the accepted quality assurance program and as augmented by Section 7j.
- All work will be performed in accordance with appropriate implementing documents and when stipulated by the documents, independently verified by a qualified Quality Engineer or Inspector under the purview of the supplier.
- Documentation stipulated in Section 7c as deliverables will be submitted to NSNFP for information, review, or acceptance as indicated.
- The supplier will retain supplier-generated documents that will become NSNFP QA Records according to NSNFP designated retention times and disposition requirements included in Section 7c.
- When hold points designated in Section 7e are reached, work will not proceed without NSNFP authorization.
- The supplier will report nonconformances to NSNFP and submit dispositions of nonconformances for NSNFP approval.
- Periodic progress reports will be provided as stipulated in Section 7i.

To meet NSNFP commitments, the NSNFP QA Program representatives or designees will, with pre-notification, conduct quality assurance program audits, surveillances, or inspections. To facilitate these assessments, access to supplier facilities, supplier records, and supplier personnel is necessary. The listed performing organization agrees that this access will be permitted, consistent with security access and safety rules, and the access extends to the NSNFP representatives, OCRWM, NRC, as well as representatives from affected units of state and local government, to conduct assessments and facilitate observation of those assessments by others. Assessments performed by NSNFP do not relieve the supplier from the obligation to perform assessments unless specifically state herein.

Attachment A

7. Work Scope

a. Task Description: (Provide general description of activities including work scope, objectives, and primary tasks.)

b. Technical Requirements: (Define applicable standards and criteria to be met by the deliverable and the scientific approach or technical methods to be used if applicable. As an option, attach or incorporate development and review criteria as available from NSNFP procedures to define the description of the deliverable. If applicable, select and reference industry standards. If applicable, select and reference the regulatory, commitment, and guidance documents from the QARD. Include copies of nonindustry standards or sources for obtaining non-industry standards that are not routinely available in the public domain.)

c. Deliverables: (Specify products resulting from the activity; such as, documents including quality assurance program implementation documents, software, hardware, records, and other objective evidence. Stipulate the documentation to be submitted to NSNFP for information, review, or acceptance. Indicate the retention times and disposition requirements for supplier-generated documentation that will become NSNFP QA records. As applicable, include provisions for the supplier to identify any spare and replacement parts or assembles with the appropriate technical and QA data required for ordering.)

d. Assumptions: (Identify those that are important to task definition and completion. Stipulate if the supplier will perform work in accordance with NSNFP procedures, list the specific procedures, and make provisions to provide the NSNFP procedures and updates to the supplier. Make provisions to provide NSNFP training to the supplier's personnel.)

e. Task Constraints or Prerequisites: (Identify prerequisites and conditions outside the control of the performer that are needed for successful completion of the task. Identify the hold points that require NSNFP authorization prior to proceeding with the work.)

Attachment A

f. Quality: (Identify quality program requirements consistent with the QARD and any other relevant quality requirements, verifications, or references. As applicable, include a requirement to submit a written quality assurance program for approval and receive approval prior to starting work. In those instances involving NSNFP-qualified DOE SNF sites, submittal and pre-approval of a quality assurance program may not be required for work performed or managed by the previously qualified DOE SNF site organization under the approved program. In those cases, reference the previously qualified quality assurance program in lieu of requiring a submittal.)

g. Safeguards & Security: (Identify any specific or unique security issues related to the task.)

h. Environmental, Safety & Health (ES&H): (Identify any specific or unique ES&H requirements and issues related to the task as known by the NSNFP for consideration by the performing organization.)

i. Project Status Reporting: (Identify the frequency, format, and content requirements for reporting.)

j. Training: (Identify special training requirements or skills needed to complete the task beyond those expressly described by the QARD. Address coordinating the confirmation of staff augmentation experience provided to the NSNFP.)

k. NSNFP/Performing Organization Interfaces: (Identify key individuals [NSNFP and performing organization] for task interface.)

l. Other: (Any other requirements as appropriate; such as special equipment, special controls, special processes, computer software, readiness evaluations, peer reviews as defined by the QARD.)

m. Schedule and Milestones: (List the major milestones and include or reference the associated schedule.)

n. Budget: (Include the budget and charge numbers associated with the work to be performed or refer to the appropriate funding instrument such as an IWO.)

8. Approval for TMA Number _____ **Revision Number** _____

NSNFP PSO QE Representative Print/Type Name	NSNFP PSO QE Representative Signature	Date
NSNFP PSO Technical Lead Print/Type Name	NSNFP PSO Technical Lead Print/Type Name	Date
Performing Organization, Manager or Principal Investigator Pint/Type Name	Performing Organization, Manager or Principal Investigator Signature	Date