



Department of Energy
National Nuclear Security Administration
Washington, DC 20585



September 17, 2010

MEMORANDUM FOR DISTRIBUTION

FROM: XAVIER ASCANIO, DIRECTOR 
OFFICE OF NUCLEAR MATERIALS INTEGRATION

SUBJECT: Use of Nuclear Materials Project Numbers

This memorandum transmits guidance on assignment, maintenance, and review of project numbers for nuclear material inventories as identified in DOE Order 410.2, *Management of Nuclear Materials*. Proper implementation is important to ensure that project numbers in the Nuclear Material Management and Safeguards System (NMMSS) are consistent with valid budget and reporting (B&R) codes established by the DOE Chief Financial Officer. This document explains the nuclear materials project number system, and gives advice on implementation and maintenance of project numbers.

If you have any questions or require additional information, please contact Dale Dunsworth at (301) 903-5156.

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Project Numbers

September 17, 2010

Prepared by:
Department of Energy
National Nuclear Security Administration
Office of Nuclear Materials Integration (NA-58)



Project Numbers

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ACRONYMS

B&R	Budget and Reporting
COEI	composition of ending inventory
DOE	Department of Energy
DP	Office of Defense Programs (NA-10)
FY	fiscal year
LRIS	location reporting identification symbol
ONMI	Office of Nuclear Material Integration (NA-58)
NMMSS	Nuclear Materials Management and Safeguards System
NNSA	National Nuclear Security Administration (NA-1)
PRIS	programmatic reporting identification symbol
RIS	reporting identification symbol
Y-12	Y-12 National Security Complex



1.0 THE PROJECT NUMBER OVERVIEW

Department of Energy (DOE) Order 410.2 states in section 4.d:

All DOE headquarters organizations and field elements engaged in the management of nuclear material inventories must facilitate the establishment of project numbers...

In support of this requirement DOE field elements maintain project numbers for material under their responsibility, including material physically located at another site. This responsibility includes ensuring all additions, deletions, title changes, and classification of the project quantities are submitted to the DOE Nuclear Materials Management and Safeguards System (NMMSS).

The project number provides vital inventory information to government and private sites throughout the United States (U.S.) and reporting foreign countries. Project numbers are generally derived from the DOE Budget and Reporting (B&R) Classification Code system and provide a high-level link between nuclear material quantities and related financial data. A complete list of the current B&R structure may be accessed on the Internet at a web site maintained by the DOE Office of the Chief Financial Officer (CFO) (<http://www.cfo.doe.gov/EFASC/FRAD/BARC/index.htm>).

When the DOE headquarters program responsible for the material changes, the project number associated with the material must be changed, unless both program offices agree that the material should remain under the existing project number. For instance, material in a Defense Program (DP) project that is transferred to the Office of Science requires the project number be changed to reflect the new responsible program office. DOE headquarters organizations, including the National Nuclear Security Administration (NNSA), must coordinate all changes in program responsibility with all affected DOE headquarters organizations and the Office of Nuclear Materials Integration (ONMI).

2.0 PROJECT NUMBER STRUCTURE

The primary difference between the project number and the B&R Code is that the first character of the project number is used to identify the responsible DOE field element and is not used in the B&R Code. As a result, the project number is a ten character alphanumeric designation whereas the B&R Code consists of nine alphanumeric characters. The relationship between a project number and the B&R Code is shown in Figure 2.1.

Each DOE project number has a responsible field element identified by the first character of the project number. There are exceptions to the correlation between the first character of the project number and the field element. In some cases, the first letter of the project number is shared by more than one field element. As shown in Table 2.1, the project number that begins with the letter A is assigned to the NNSA Service Center and is used

by three field elements. In this case, the reporting identification symbol (RIS) is used to determine the responsible field element for each unique project number that begins with the letter A. 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*. Detailed RIS information is available in the NMMSS D-2 and D-3 reports.

The field element is responsible for opening, maintaining, and closing their project numbers. For example, as shown in Table 2.1 and Figure 2.1, the responsibility for maintenance of project number J-AF-5810-000 is assigned to the Idaho Operations Office.

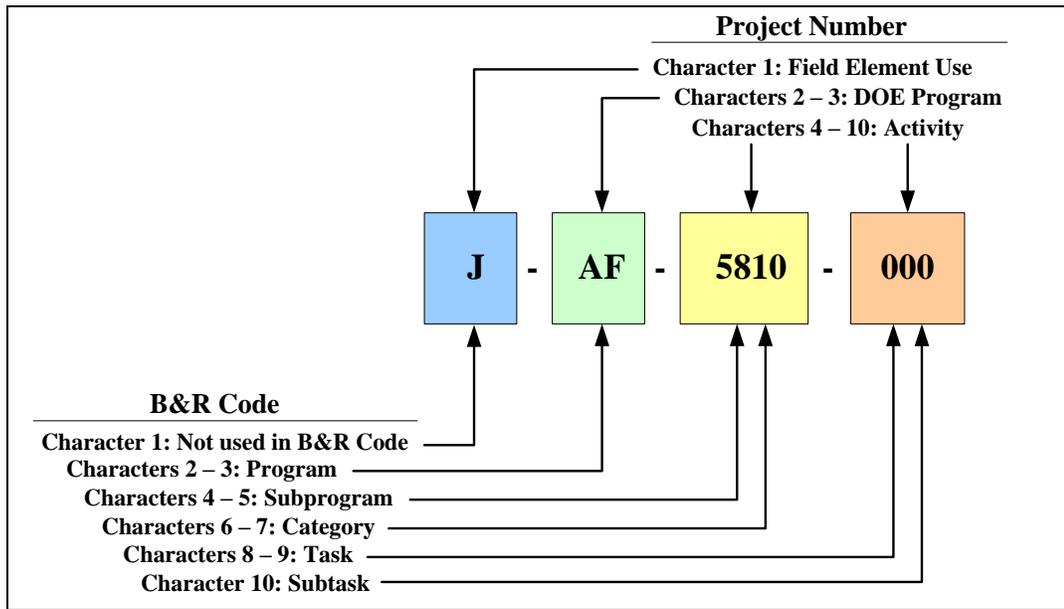


Figure 2.1. Relationship between a project number and the B&R Code.

The DOE program office for project number J-AF-5810-000 is shown in Table 2.3, *Program office designations*, which is a listing of the of B&R programs by organization that manage nuclear materials. A complete listing of all the program offices may be found at the same web site as the B&R Codes in the *Assistant Secretary Listing* report. The web address for this report is <http://www.cfo.doe.gov/EFASC/FRAD/BARC/asstsecd.pdf>.

Table 2.1. First letter designator for project numbers

Organization	Field Element Identification (1 st character of project number)	Field Element
NNSA	A	Los Alamos Site Office Pantex Site Office Sandia Site Office
DOE	C	Chicago Operations Office
DOE	D	Savannah River Site Office
DOE	F	Oak Ridge Office
NNSA		Y-12 Site Office
DOE	G	Portsmouth/Paducah Project Office
DOE	H	Richland Operations Office
DOE		Pacific Northwest National Laboratory
DOE	J	Idaho Operations Office
Naval Reactors	K	Schenectady Naval Reactor Office
NNSA	L	Livermore Site Office
NNSA	N	Nevada Site Office
Naval Reactors	P	Pittsburgh Naval Reactors Office
DOE	Q	Headquarters
DOE	R ¹	Headquarters - foreign facilities
DOE	V ¹	Waste – site specific
DOE	Y ²	Headquarters
DOE	Z ^{1,2}	Headquarters (licensees)

¹See Table 2.2.

²Pseudo project number generated by NMMSS for sites without project numbers

Project numbers that begin with R, V, or Z are reserved for foreign, waste, and other domestic or government agencies. Table 2.2, *R, V, and Z project numbers*, provides additional information for these special projects.

Table 2.2. R, V, and Z project numbers

Project Number Begins With	Description	Owner Code ¹	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	V RISs, 4 Character RISs or COEI 963 (burial material – NMMSS book inventory)
Z-11	DOE owned at domestic licensees without project numbers	G	RIS begins with B, X, Y, or Z
Z-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

¹G = U.S. Government owned nuclear material

¹J = All other non-U.S. Government owned material located on a DOE site

Table 2.3. Program office designations

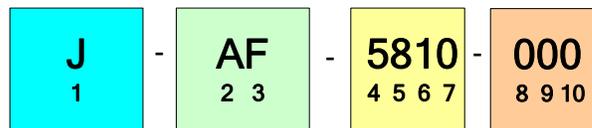
HQ Organization	Program (characters 2-3 of project number)	Program Title
Assistant Secretary for Nuclear Energy	AF	Nuclear Energy Research & Development
	CD	Uranium Programs
	NU	Radiological and Environmental Services Lab (RESL) Corporate Performance Assessment
Naval Reactors	AJ	Naval Reactors
Office of Science	39	Materials Sciences
	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
Office of Civilian Radioactive Waste Management	DB	Waste Management System
	DF	Waste Management System
Assistant Secretary for Environmental Management	EU	ERWM - Uranium Enrichment Decontamination & Decommissioning Fund
	EW	Environmental Restoration and Waste Management - Defense
	EX	Environmental Restoration and Waste Management - Non-Defense
	EY	Environmental Management - Defense
	EZ	Environmental Management - Non-Defense
	FD	Defense EM - American Recovery and Reinvestment Act of 2009
	FF	UED&D EM - American Recovery and Reinvestment Act of 2009
National Nuclear Security Administration	DP	Weapons Activities
	GB	Research, Development, and Testing
	GC	Nonproliferation and Verification Research and Development
	NN	Nonproliferation and National Security
	NP	New Production Reactors
Health, Safety and Security	GD	Nuclear Safeguards and Security
	HA	Environment, Safety and Health
	SO	Office of Security
Office of Energy and Threat	GD	Technical Analysis
Activities not related to a specific program	29	Miscellaneous
	40	Reimbursable Work and Cooperative Work - Other Federal Entities
	50	Reimbursable Work and Cooperative Work - Other Federal Entities
	60	Reimbursable and Cooperative Work - Non-Federal Entities
	WN	Cost of Work for Others
	YN	94-1 Stabilization R & D



2.1 Guidance for Assignment and Maintenance of Project Numbers

2.1.1 The field element with responsibility for the project number:

- ensures the first character of the project number correlates to the field element identification as shown in Table 2.1;
- ensures the second and third characters of the project number reflect the correct program office (reference Table 2.3), and the second through fifth characters match the B&R Code. In some cases, the second and third characters combined with the fourth and fifth characters define the program responsibility. B&R Code information may be found at:
<http://www.cfo.doe.gov/EFASC/FRAD/BARC/index.htm>).
- reviews the current B&R structure and identifies the specific program activity to which the project is assigned. This determination will represent the fourth through seventh characters in the project number;
- determines the use of the eighth through tenth characters of the project number.



2.1.2. To establish a new project number in NMMSS, the field element must submit to NMMSS, with a copy to the ONMI, the following information shown below by electronic or other method. This method may also be used to modify a project number.

- Project Number
- Project Title
- Date Valid (effective date)
- Date Deactivated (optional)
- Classification Codes:
 - Project Number (must be unclassified)
 - Project Title (must be unclassified)
 - Quantity (highest classification level/category of the items contained in the project; under some situations, subsets of the overall project quantity may be reviewed by a derivative classifier and determined to be at a lower classification level/category.)
- Programmatic Reporting Identification Symbol (PRIS)

2.1.3 NMMSS staff will notify the field element and the ONMI when the project number has been activated. Materials may then be assigned to the new project number.

2.1.4 “M” Project Numbers

Nuclear material that has been determined to require special controls should be placed in an “M” project. Material placed in this project is not needed for active programs, but is useable in its current form and may include reserves for future activities. ONMI approval is required for transferring material into and out of this project. “M” project numbers should be designated with MMM in the eight through tenth characters. An example of the format for an “M” project is J-AF-5810-**MMM**. (The M-project was previously referred to as the M-Account.)

2.1.5 “E” Project Numbers

The designation of the “E” project number is no longer required. Sites may choose to continue designating the “E” project for nuclear material not needed for active programs and is not useable in its current form. All “E” project materials should reflect the field office designation in the first character of the project number and should be designated with EEE in the eight through tenth characters. An example of the format for an “E” project number is J-AF-5810-**EEE**.

2.1.6 Special Project Number Assignments

DOE M 470.4-6, Section B, IV-10, requires specific project numbers for all government owned nuclear material that meets the following conditions:

1. The project number for DOE-owned loan/lease nuclear material is QGD04LLEASE.
2. All export/import transactions involving DOE-owned material require the project number R50000000G on the foreign entity’s side of the data indicating that the material, though located outside the U.S., will remain DOE-owned.

3.0 ANNUAL PROJECT NUMBER REVIEW

As directed by DOE Order 410.2, DOE field elements shall annually review project numbers to:

1. Verify the field element and the headquarters organization responsible for the project number have not changed.
2. Ensure consistency with the current B&R structure for the upcoming fiscal year.
3. Identify the need for new project numbers.



4. Identify project numbers for deactivation.

As part of the annual project number review, field elements should determine if materials in their programmatic project numbers are located at other sites including Nuclear Regulatory Commission (NRC) licensee facilities. Based on a material's use, a determination should be made whether the material should remain under the current project number, or be transferred to another project number. If a change is needed, the field element should instruct the NRC site to make the change. The NMMSS Project Inventory Reports (prefix P series) are available to determine project number inventory by the location reporting identification symbol (LRIS).

On August 1 of each year, NMMSS will send the NMMSS Report T-147, *Active DOE Project Number Fiscal Year Conversion Worksheet*, to DOE headquarters' organizations and DOE field elements with instructions for updating the project numbers based on the new B&R Codes for the upcoming fiscal year. The *Project Number Fiscal Year Conversion Worksheet* will contain a listing of the site's current project numbers and provide specific instructions for communicating changes to NMMSS for the following:

- Retaining existing project numbers
- Deactivating existing project numbers
- Establishing a new project number
- Replacing an existing project number with a single new project number
- Splitting an existing project number into two or more projects
- Combining multiple current project numbers into a single project number
- Changing the project title
- Changing the classification of the project quantities

If any of these activities involve the need for establishing a new project number, follow guidance in Section 2.1.

Actions for splitting or combining project numbers are shown in Table 3.1. Project numbers with material balances cannot be deactivated. The material must be transferred to another project number prior to deactivation. The entity making changes to deactivate a project number must also notify all other facilities having materials affected by the change. Locations of material by project number may be found in the NMMSS P112 Report, or by calling NMMSS. After a project number has been modified or deactivated, NMMSS will notify the field element.

Table 3.1. Project number actions

Project Action	Responsible Field Element	NMMSS
One to one	Submits to NMMSS the old project number and new project number.	Rolls the old project number quantities to the new project number once the previous FY is reconciled and closed.
Many to one	Submits to NMMSS the old project numbers and the new project number.	Automatically deactivates the old project as of the end of the previous FY if no material remains in the project.
One to many	Submits to NMMSS project to project transactions to assign all materials from the old project to the new project numbers.	<p>Opens new project numbers with assigned materials.</p> <p>Closes the old project number if requested and if no material remains in the old project.</p> <p>If the old project is not in the new project list all facilities making use of the old project must also assign materials from the old project to the new projects.</p>

4.0. ROLES AND RESPONSIBILITIES

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

4.1. Chief Financial Officer

Provide the ONMI, DOE headquarters organizations and DOE field elements a listing of B&R code changes for the upcoming fiscal year.

Note: At this time there is no directive or order that directs when the B&Rs should be posted on the web page. The B&R codes for the following FY are updated as they are received from the program offices during the summer months, usually in June and July.

4.2. DOE Field Elements

1. Coordinate with the ONMI, appropriate DOE headquarters organizations, to ensure that project numbers for nuclear materials are established, reported, and deactivated. Field elements should work with their site contractors to ensure project numbers are managed and supported by the site Material Control and Accountability organization.
2. Annually review and direct the update of project numbers to reflect the B&R Codes for the upcoming fiscal year 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 from NMMSS and the B&R Codes for the upcoming fiscal year are issued.

Note: NMMSS has requested receiving the completed T-147 worksheets one week prior to the last working day of the fiscal year.

3. Maintain proper assignment of project numbers to DOE-owned or DOE-managed nuclear materials under their programmatic responsibility.
4. Approve creation, modification and deletion of project numbers for DOE-owned or DOE-managed nuclear materials under their programmatic responsibility.

4.3 NMMSS

1. Update project numbers requested by the DOE field elements for the upcoming fiscal year effective October 1.
2. Send the 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 fiscal year.
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, *DOE Project Number – Project Title Index by Programmatic Operations/Organization Office* report after October 1 of the new fiscal year.
5. Maintain and update list of historical and current project numbers in hardcopy and electronic formats.

The NMMSS web address, contacts, and email address are shown below:

NMMSS website: www.hss.energy.gov/nmmss

Telephone: 301-903-6251

Email: NMMSS@hq.doe.gov

A current list of NMMSS contacts may be found on the NMMSS website.



5.0 REPORTING REQUIREMENTS

The *Calendar of Actions* for the project number review process is shown in Table 5.1.

Table 5.1. Calendar of Actions

Projected Date	Action	Responsibility
August 1	Send NMMSS Report T-147, <i>Active DOE Project Number Fiscal Year Conversion Worksheet</i> , to DOE field element and headquarters offices	NMMSS
September 1	Provide the ONMI, DOE headquarters organizations and DOE field elements a listing of B&R code changes for the upcoming fiscal year	CFO
September 24	Complete review of project numbers and submit changes via the NMMSS Report T-147. Note: DOE O 410.2 requires this is completed by October 1, but NMMSS needs information prior to October 1 in order to make changes.	DOE field elements
October 1*	Update project numbers requested by the DOE field elements for the upcoming fiscal year effective October 1 each year	NMMSS
After Oct. 1	Distribute T-141, <i>DOE Project Number – Project Title Index by Programmatic Operations/Organization Office to DOE field elements and contractors</i>	NMMSS

*Per DOE O 410.2



6.0 REFERENCES

DOE Order 410.2, *Management of Nuclear Materials*
DOE Manual 470.4-6, Chg 1, *Nuclear Material Control and Accountability*

NMMSS Reports

- D-2, "DOE Directory of Reporting Identification Symbols," which contains a list of all valid RISs for DOE nuclear facilities, Department of Defense (DOD) facilities, Mutual Defense facilities, and specific organizations.
- D-3, "NRC Directory of Reporting Identification Symbols," which contains a list current information on active commercial/domestic licensees with federal and/or agreement state licenses authorizing the possession of special nuclear materials and some source material.
- D-15, "International Nuclear Facilities Codes," which is a directory of RISs for foreign facilities and includes IAEA facility codes and IAEA country codes.
- T-141, DOE Project Number – Project Title Index by Programmatic Operations/Organization Office
- T-147, Active DOE Project Number Fiscal Year Conversion Worksheet
- P112-1, Nuclear Material Project Inventory by Reporting Location
- P112-1A, Nuclear Material Project Inventory by Reporting Location with 91B Material

NMMSS User Guide, Release 1.0, Version 1, October 2008



DEFINITIONS

Disposition. The process of transferring nuclear materials to another program office and/or placing nuclear materials in their life-cycle end state. Disposition may include consumption in DOE or non-DOE programs, transfer or sale to domestic or foreign programs, storage, or disposal as waste.

Down-blending. Intimate mixing of enriched uranium or plutonium with blend material to reduce the isotopic concentration of the product material.

E-Project. Project number to be used at the discretion of the DOE field elements for nuclear material that is not needed for active programs and is not useable in its current form.

Enriched Uranium. Uranium containing a higher concentration of the fissile isotope uranium-235 than normal uranium (i.e. higher than 0.71 percent uranium-235).

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.

Highly Enriched Uranium (HEU). Uranium enriched to at least 20 percent by weight in the fissile isotope uranium-235.

Lead Materials Management Organization (LMMO). A DOE headquarters organization or field element designated by the ONMI to develop plans, integrate, conduct special studies, and coordinate the management, safe and secure packaging, storage, stabilization, and consolidation or disposition of a specific nuclear material(s).

M-Project. Nuclear material not needed for active programs, but is useable in its current form and may include reserves for future activities. ONMI approval is required for transferring material into and out of this project. (Previously referred to as the “M-Account.”)

Material Allotments. Quantities of nuclear materials that have received DOE headquarters’ approval for a DOE field element to utilize such materials for a specific purpose or to dispose of such materials.

Material Allotment Forecasts. Projections of nuclear material requirements, transfers, or change in status of existing and planned project use or disposition.

Nuclear Material Management Plans. Periodic evaluations of current and projected mission needs for nuclear materials; material characterization/identification; material packaging, storage, and disposition; and impacts on site and DOE operations and budgets.

National Security Materials. Nuclear material included in the following categories:



1. **Stockpile** - All nuclear materials in the active and inactive nuclear weapons stockpile managed by the Department of Defense (DoD)
2. **Strategic Reserve** - Tritium, weapon-grade plutonium-239, and highly enriched uranium (HEU) set aside for future weapon builds; and depleted uranium, enriched lithium (enriched in Li-6), and deuterium gas associated with weapon components included in the strategic reserve. The nuclear materials in the strategic reserve are considered defined use material.
3. **Nuclear Weapons Council (NWC)** - Other approved set-aside weapon-grade plutonium-239 and HEU for Naval Reactors, mutual defense agreements, a new tritium source, and weapons research and development (R&D).
4. **NNSA Approved Set-Aside** - Miscellaneous nuclear materials (e.g., plutonium-242, helium-3, enriched lithium, heavy water, etc.) in active national security programs or being held for future use in a national security program, such as a new tritium source, or weapons R&D.

Nuclear Materials. A collective term for materials so designated in the DOE Order 410.2, *Management of Nuclear Materials*. For information, these materials are americium-241, americium-243, californium, curium, deuterium, enriched lithium, neptunium-237, plutonium-238, plutonium-239-241, plutonium-242, thorium, tritium, depleted uranium, normal uranium, enriched uranium, and uranium-233.

Nuclear Materials Advisory Board (NMAB). DOE headquarters-level board organized and led by the ONMI and consisting of a senior representative from each DOE headquarters organization that manages nuclear materials and other functional experts as determined by the Director of the ONMI.

Office of Nuclear Materials Integration (ONMI), NA-58. NNSA Office responsible for nuclear materials management policy, guidance, and integration of DOE complex-wide management, consolidation, and/or disposition of nuclear materials.

Project Number. A 10-character alphanumeric description that identifies nuclear materials for tasks or phases of work assigned to a DOE headquarters organization and field element.

Very Highly Enriched Uranium (VHEU). Uranium enriched to more than 94 percent by weight in the fissile isotope uranium-235.

Weapons-Grade Plutonium. Plutonium containing less than 7 percent, by weight, of the isotope plutonium-240 and not qualifying for tracking as plutonium-238 or plutonium-242. A similar, but separate definition is used in certain international nonproliferation activities, where the boundary is raised to less than a ratio of 0.10 between isotopes plutonium-240 and plutonium-239.

