REAL ESTATE OPERATIONS PERMIT
1. **OBJECTIVE.**

   a. This directive establishes requirements for Real Estate Operations Permits (REOP). The National Nuclear Security Administration (NNSA) Nevada Field Office (NNSA/NFO) utilizes REOPs to ensure that work performed under its purview is clearly defined, properly authorized, and has distinct geographical boundaries. This directive addresses Integrated Safety Management Guiding Principles 2 (Clear Roles and Responsibilities) and 7 (Operations Authorization).

   b. An approved primary REOP, or a combination of a primary REOP and one or more secondary REOPs, constitutes authorization to conduct work within the defined boundaries of real estate and authorization basis (AB) described.

   c. This directive also integrates the requirement for contractor/user organizations performing work to adhere to the requirements in §11(a)(2)(ii) of Title 10 Code of Federal Regulations (CFR) Part 851 (as applicable), for coordinating work among multiple performers within a facility.

   d. Attachment 2 describes the internal NNSA/NFO REOP review and approval process.

2. **CANCELLATIONS.**

   a. NSO O 412.X1F, REAL ESTATE/OPERATIONS PERMIT, dated 7-9-12.


3. **APPLICABILITY.**

   a. The provisions of this directive apply to all NNSA/NFO organizational elements and to all contractor/user organizations conducting activity level work under the purview of the NNSA/NFO.

   b. The Contractor Requirements Document (CRD) (Attachment 1) identifies specific requirements for contractor/user organizations. Compliance with the CRD is required to the extent set forth in an NNSA/NFO contract and other authorization agreements.

4. **NEVADA FACILITY USER MODEL.**

   a. REOPs form the basis for the Nevada Facility User Model, which defines the NNSA/NFO “user facility” concept. In the user facility concept, secondary REOP holders are authorized to perform hands-on programmatic work in facilities managed by the primary REOP holder.
b. In this model, a primary REOP holder (designated by NNSA/NFO) is responsible to review and ensure that activities and operations conform to the AB for the permitted facility/activity, or (subject to the requirements identified in the CRD) to revise the AB to include the scope of work identified in a secondary REOP.

c. Standardized, site-wide safety management programs (SMP) developed jointly by the Nevada National Security Site (NNSS) Management and Operations (M&O) Prime Contractor and secondary REOP holder(s) are preferred in the Nevada Facility User Model; however, primary REOP holders are required to accept secondary REOP holders’ SMPs developed under a Department of Energy (DOE)-approved Integrated Safety Management System or equivalent. When a secondary REOP holder chooses to utilize their home organization SMPs for conducting their work at NNSS Hazard Category 1, 2, or 3 nuclear facilities, their use is subject to the conditions described in this directive.

d. Secondary REOP holder SMPs are assessed per their organization’s normal assessment processes as described in their federally approved Integrated Safety Management System. If findings from assessments or significant weaknesses are discovered in the Secondary REOP holder’s implementing documents at an NNSS facility (e.g., work control, user specific procedures, etc.), the secondary REOP holder will notify the primary REOP holder. Similarly, when assessment findings impact the primary REOP holder’s documents, the primary REOP holder will notify the secondary REOP holder.

e. Secondary REOPs authorize programmatic work, assign safety responsibility at the activity level, and, together with the primary REOP, document the roles, responsibilities, and relationships between the primary and secondary REOP holders. Figure 1 depicts this relationship.

f. In this model, contractor/user organizations may assign their staffs to jointly complete work using shared plans and procedures, subject to the requirements identified in the CRD.
5. **REQUIREMENTS.**

   a. NNSA/NFO will include the CRD in all contracts and user agreements involving activity level work performed under the purview of NNSA/NFO.

   b. NNSA/NFO will ensure contractor/user organizations operate in compliance with the requirements in the CRD (see Attachment 1).

   c. NNSA/NFO will formally designate those contractor/user organizations authorized to hold primary REOPs through separate correspondence.

6. **RESPONSIBILITIES.**

   a. **Manager, NNSA/NFO.**

      (1) Approves REOPs for Hazard Category 1, 2, or 3 nuclear facilities or activities.

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**Figure 1. Nevada Facility User Model**

(2) Approves REOPs for any other facilities or activities for which NNSA/NFO approval is deemed appropriate, as determined by the Field Office Manager.

(3) Provides the M&O contractor with a list of contractor/user organizations that comprise the Nevada Enterprise (NvE).

(4) Designates in writing those contractor/user organizations authorized to hold primary REOPs.

(5) Approves additions and deletions of primary and secondary REOPs in the NNSA-NFO approved REOP list.

(6) Approves deviations to the requirements of this directive.

b. Office of the Manager.

(1) Receives REOPs from the M&O contractor for NNSA/NFO review and logs the receipt in an action tracking system.

(2) Notifies the Workflow Coordinator when REOPs are received for review.

c. All Assistant Managers (AM).

(1) As members of the NNSA/NFO Executive Council, review and recommend approval or rejection of requests for deviation to this directive.

(2) Determine and designate staff that will be required to complete training on this directive.

(3) Oversee the work conducted under self-approved and NNSA/NFO-approved REOPs.

(4) Provide REOP approval recommendations to the NNSA/NFO Manager based on the totality of recommendations from the Deputy Assistant Managers (DAM), and subject matter experts (SME).

d. All DAMs.

(1) Receive, review, and edit transmittal emails from the Workflow Coordinator (WFC).

(2) Delegate SMEs to review a REOP for the functions under their purview and forward the review request email to SMEs in their organization.
(3) Notify the WFC of additions or deletions to the SMEs participating in the review of a REOP.

(4) Make recommendations to their AM based on the totality of reviews performed by SMEs.

e. **Assistant Manager for Site Operations (AMSO).**

   (1) Functions as the NNSA/NFO functional area manager for REOPs, and provides expert guidance and clarification to the NvE as required.

   (2) Develops training for NNSA/NFO federal staff on the role and use of this directive.

f. **Assistant Manager for National Security.**

   (1) Processes classified REOPs using internal processes and makes an approval recommendation to the NNSA/NFO Manager.

g. **WFC.**

   (1) Provides coordination of the NNSA/NFO REOP review by collecting documents, updating the status of the review, and tracking performance metrics.

h. **SMEs.**

   (1) Review REOPs within their functional area to ensure all hazards and concerns have been adequately addressed.

   (2) Conduct performance-based review for REOPs that represent work performed by NvE.

   (3) Perform full review for REOPs with work scope not performed by NvE members.

7. **REFERENCES.** The references contained in this directive intentionally do not include revision letters or dates. Specific references within this directive are to the most current, or successor, version applicable to NNSA/NFO activities unless otherwise noted.


   b. 10 CFR 851, *Worker Safety and Health Program.*

   c. DOE-STD-1027, *Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports.*
d. NFO O 421.X1, NUCLEAR FACILITY SAFETY MANAGEMENT.

e. NvE-PD.002, Nevada Enterprise Real Estate Use and Operations Guide.

f. CD-E000.004, Program/Project Screening and Siting Process for Nevada National Security Site and North Las Vegas.

8. DEFINITIONS.

a. Activity Level Work. Activity level work is any job, task, or subtask (e.g., any activity, step, or action that is part of an instruction, procedure, process, sequence of steps, or evolution) performed in the field or on the floor where hazards are present that are either associated with the work or the work environment (regardless of who is performing the work or the organization with which they are affiliated). The hazards involved could potentially adversely affect worker health or safety (e.g., result in worker injury or sickness) if the worker is exposed to them, and include radiological, chemical, industrial, biological, and other types of hazards.

b. Administrative Facility. A facility in which the work and environment offers common hazards associated with an office. Also, see General Employee Safety (GES) facility.

c. AB. The collection of documentation that supports the decision to allow a facility or activity to operate. It includes regulatory requirements, permits (e.g., air, water, etc.), Safety Basis (SB) (e.g., DSA, hazards assessment, etc.), and corporate operational requirements (e.g., policies, procedures, etc.).

d. Contractor/User Organization. Organizations that are contracted to NNSA/NFO, have an agreement with NNSA/NFO, or utilize NNSA/NFO facilities.

e. Deviation. An approved exception from the requirements of this directive.

f. Facility. The building, utilities, structures, land, and other land improvements associated with an operation or service and dedicated to a common function: a building, or a compound of buildings, located on the same site that is operated and protected as one unit or contiguous land, structures, other appurtenances, and improvements on the land used for a common purpose (e.g., landscaping, roads, walks, parking areas, outside lighting, communication systems). A group of co-located buildings, supporting or performing a common function, may be considered a single facility.

g. Facilities Information Management System (FIMS). The corporate real property database for DOE.
h. **GES Facility.** A working environment with common hazards and risks that are associated with an office environment. Also, see Administrative Facility.

i. **Graded Approach.** Per 10 CFR 830.3 (a), graded approach means “the processes of ensuring that the level of analysis, documentation, and actions used to comply with a requirement in this part are commensurate with: (1) The relative importance to safety, safeguards, and security; (2) The magnitude of any hazard involved; (3) The life cycle stage of a facility; (4) The programmatic mission of a facility; (5) The particular characteristics of a facility; (6) The relative importance of radiological and nonradiological hazards; and (7) Any other relevant factor.”

j. **Line Management.** The unbroken chain of responsibility for a given work scope from the top executive in an organization, to the lowest level of management, who are all accountable for the safe performance of the work scope.

k. **M&O Contract.** An agreement under which the Government contracts for the operation, maintenance, or support, on its behalf, of a Government-owned or -controlled research, development, special production, or testing establishment wholly or principally devoted to one or more major programs of the contracting Federal agency.\(^1\) There is only one M&O contract for NNSA/NFO.

l. **NvE.** A cooperative initiative established of federal and contractor resources as defined by NNSA/NFO.

m. **Nuclear Facility.** A reactor or a nonreactor nuclear facility where an activity is conducted for or on behalf of DOE and includes any related area, structure, facility, or activity to the extent necessary to ensure proper implementation of the requirements established by this part.\(^2,3\)

n. **Real Estate.** Term used to collectively refer to NNSA/NFO facilities and/or open or vacant land area without buildings/structures.

o. **Real Property.** Includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by “human hand.” By “nature” is meant trees, the products of land, and natural resources; by “human hand,” those objects, buildings, fences, or bridges that people erect upon the land.

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\(^1\) Federal Acquisition Regulations System, Subpart 17.6, M&O Contracts.

\(^2\) 10 CFR 830, Section 830.3, Definitions.

\(^3\) A radiological facility (< Hazard Category 3 per DOE-STD-1027) is a nuclear facility. See Federal Register, Vol. 66, No. 7 (Wednesday, January 10, 2001, RIN 1901-AA34 Nuclear Safety Management, Final Rule Section II.E.3.b), and 10 CFR 830, Subpart B, Appendix A, paragraph C2.
Equipment or fixtures, such as plumbing, electrical, heating, built-in cabinets, and elevators, that are installed in a building in a more or less permanent manner, usually are held to be part of the real property.

p. **REOP.** Documented approval of authorization (as defined by Section 6a of this order [NNSA/NFO approvals] or Section 5 of the CRD [contractor approvals]) of a defined work scope by a specific organization, to conduct work within the real estate boundaries and safety envelope described. A REOP alone may not be sufficient to authorize the conduct of work; there are other requirements, such as readiness reviews and work control, that must be fulfilled prior to the start of the activity.

q. **REOP Documentation.** The data or information contained in the REOP, attached to the REOP, or identified as web link references. Such new or revised documentation is subject to change control when updating the REOP.

r. **REOP Holder.** The representative of an organization, including NNSA/NFO, who obtains a primary or secondary REOP authorizing a scope of work on a designated piece of real estate, facility usage, or an operation under NNSA/NFO’s purview and maintains responsibility for coordination of safety, work control, emergency response, and other actions assigned by this directive.

s. **SB.** A subset of AB that focuses on analyzing hazards and identifying controls, in conformance with principles and functions of Integrated Safety Management graded for the hazard level of work. The SB can include the DSA, TSR set, Safety Evaluation Report, Nuclear Explosive Safety Study Group Report, job task analysis or job hazard analysis, and standard operating procedures to ensure operations remain within specified parameters (e.g., skill of the worker).

t. **Safety Envelope.** The scope of work and the suite of related hazard controls authorized to be conducted within specifically defined boundaries of real estate.

9. **TRAINING.** Designated NNSA/NFO staff will receive NNSA/NFO REOP review process orientation.

10. **RELATIONSHIP TO OTHER DIRECTIVES.** DOE, NNSA, and NNSA/NFO have other directives, in addition to the requirements of this directive, which specify work authorization requirements. This directive in conjunction with other directives provides for operational awareness and oversight of site work control practices as performed by contractors and Strategic Partnership Projects. The specific details for how NNSA/NFO reviews and approves REOPs are described in Attachment 2.
11. CONTACT. Questions concerning this directive should be directed to AMSO at (702) 295-3424.

Steven J. Lawrence
Manager
CONTRACTOR REQUIREMENTS DOCUMENT (CRD)

1. All contractors, national laboratories, federal agencies, Strategic Partnership Project customers, and other users performing activity level work under the purview of the National Nuclear Security Administration (NNSA) Nevada Field Office (NNSA/NFO) shall comply with this CRD.

2. The NNSA/NFO Management and Operations (M&O) contractor shall develop and implement a process, data form, or equivalent that is accepted by Nevada Enterprise (NvE) contractor/user organizations and accomplishes the following:
   a. Shall be used by all contractor/user organizations;
   b. Provides a standardized method to communicate all required Real Estate Operations Permit (REOP) and Facilities Information Management System (FIMS)-related information between contractors/user organizations and the M&O contractor;
   c. Provides time-sensitive NNSA/NFO-approved REOPs a minimum of 10 working days for NNSA/NFO internal processing and a mandatory 10 working days for the NNSA/NFO Manager’s review, for a total of 20 working days (a shorter time frame will require emergency processing);
   d. Verifies the existence of an approved REOP, when required, before the initiation of activities;
   e. Stops work immediately when activities do not have an approved REOP, when required, or if found to be in violation of an approved REOP;
   f. Clearly identifies changes and the reasons for the changes on revised REOPs needing NNSA/NFO approval to enable efficient and focused federal review;
   g. Submits secondary REOPs for annual NNSA/NFO approval only if they add scope or introduce new hazards or controls;
   h. Maintains a current list of all NvE personnel approved to sign REOPs and updates, as needed. For non-M&O contractors, the list will be updated and provided, as needed;
   i. Ensures signature page is signed by M&O Directors, or Operations and Infrastructure Director as appropriate, of the NNSA/NFO-approved REOP to indicate cognizance and quality of the product;

4 The M&O contractor shall solicit, record, and retain documentation of said initial review and approval, and all subsequent revisions to the M&O process.
j. Ensures that the M&O contractor process meets all requirements of this CRD.

3. The NNSA/NFO M&O contractor shall administer the requirements of the REOP process identified in Section 2 of this CRD. This responsibility includes the identification, development, and maintenance of any/all processes and procedures, records, reports, and necessary standards (except internal procedures of NNSA/NFO or contractor/user organizations).

4. The NNSA/NFO M&O contractor shall maintain a web page which provides links to all approved REOP documentation and related information (except Classified, Unclassified Controlled Nuclear Information [UCNI], or Official Use Only [OUO] data, unless the web page has been formally approved by NNSA to process such data). The web page shall be readily accessible by all contractor/user organizations and NNSA/NFO using standard office computer equipment that provides access to the intranet or internet. Ready access to REOP-related classified, UCNI, or OUO data shall be provided to authorized reviewers for inspection and review upon request, regardless of the method used to store such data.

5. All contractor/user organizations shall apply a graded approach for REOPs in conjunction with the following requirements:

   a. Primary and secondary REOPs for Nuclear Hazard Category 1, 2, or 3 facilities or activities, and any other REOPs as specified by NNSA/NFO (see Section 6a2 of the directive), must be approved by NNSA/NFO prior to authorizing work.

   b. NvE contractors/users may self-approve primary and secondary REOPs for facilities and activities less than Nuclear Hazard Category 3 and REOPs not requiring the NNSA/NFO Manager’s signature, in accordance with internal procedures developed and implemented consistent with the functions and guiding principles of Integrated Safety Management. M&O contractor subject matter experts will review and concur on all non-NvE secondary REOPs, and primary REOP holders will approve all related NvE and non-NvE secondary REOPs.

   c. Nonnuclear, single-user facilities, or facilities housing only administrative or General Employee Safety activities\(^5\) do not require a REOP. For such facilities, the responsible contractor/user organization will manage the facilities/activities in accordance with their Integrated Safety Management System, and will provide FIMS data as required by the M&O contractor.

\(^5\) i.e., a working environment where only common hazards and risks associated with everyday office environment are encountered.
6. REOP documentation shall include or provide access to the following minimum information, available to all affected primary and secondary REOP holders and NNSA/NFO:

   a. REOP number, revision, name, and type (primary or secondary).

   b. Related primary and secondary REOP numbers. Primary REOP documentation must clearly identify all related secondary REOPs. Secondary REOPs must clearly identify the associated primary REOP(s).

   c. The name and evidence of approval by an official formally designated by each affected contractor/user organization to approve REOPs for that organization.

   d. Description of change.

   e. Scope of work/safety envelope description.

   f. Special considerations/additional information.

   g. Real property information.

   h. Perimeter boundaries defined by Global Positioning System coordinates and rendered on maps suitable to perform deconfliction.

   i. Other concurrence names and signatures (or equivalent evidence of approval by properly designated officials).

   j. Risks and hazards evaluation.

7. A REOP is valid for one year from the date of the final approval signature. Annual update and re-approval is required (and in accordance with section 2g of the CRD for secondary REOPs). Following a grace period of 60 days, the invalid REOP will be cancelled. Recognizing that there may be a backlog of REOPs to be processed under this order revision, previously approved REOPs with active programs shall not be cancelled, except through an NNSA/NFO Manager’s letter, until they have been reapproved at least once under the revised process.

8. Contractors and user organizations will use the Nevada Facility User Model (see Section 4 of the directive). Primary REOP holders shall ensure that all activities and operations conform to an approved or properly modified Authorization Basis for the permitted facility area. Secondary REOP holders shall authorize work and assign safety and security responsibilities at the activity level and shall allow the facility manager/primary REOP holder reasonable and sufficient access to all user/secondary REOP holder operations, consistent with any applicable training, safety, and work control requirements. Primary and secondary REOP holders shall
communicate changes in their respective activities to each other in a timely manner.

9. Contractor/user organizations shall provide trained and qualified staff to support operations. Contractors/user organizations may jointly agree to allocate staff and other resources to complete the work, using shared plans and procedures, which must be documented by approved management agreements or equivalent. In all cases, each affected organization retains the responsibility to ensure the health and safety of their staff consistent with §11(a)(2)(ii) of Title 10 Code of Federal Regulations (CFR) Part 851 (as applicable). Organizations shall determine the appropriate work control system and associated activity level management agreements necessary to accomplish the tasks.

10. Only one primary REOP shall apply to a defined geographical area. The geographical boundaries defined by primary REOPs shall not overlap. Boundaries may be established as a vertical layer in the case where an occupied building is located on top of a Land Use Restriction (LUR) or the LUR is subsurface but the surface of the land may be used, as long as there is no excavating or digging. Other contractor/user organizations conducting operations in the same geographical area shall hold secondary REOPs.

11. The activities of any one contractor/user organization shall not present undisclosed or uncontrolled hazards to another organization.

12. Primary REOP holders, working in conjunction with all affected secondary REOP holders, shall coordinate and deconflict all work conducted within the defined geographical boundaries. Secondary REOP holders shall coordinate and deconflict all activity-level work conducted under their secondary REOP and within their geographical boundary.

13. Only contractor/user organizations formally designated by the NNSA/NFO Manager may hold primary REOPs. All other contractor/user organizations may hold secondary REOPs.

14. Contractors/users organizations may request deviations to the requirements in this directive as necessary to support mission needs, but any such deviation must receive prior concurrence of the Executive Council and approval of the NNSA/NFO Manager.
1. **Purpose.**
   
a. This guide documents the workflow process for NNSA/NFO personnel to review REOPs requiring the NNSA/NFO Manager's signature.

b. Documenting a consistent REOP review process will improve review quality, accountability, timeliness, and provide for a managed workflow to ensure that risks have been properly acknowledged and accepted.

2. **Applicability.** This guide applies to all NNSA/NFO elements when reviewing primary and secondary REOPs.

3. **Other Documents Needed / References.**
   

b. CD-E000.004, *Program / Project Screening and Siting Process for Nevada National Security Site and North Las Vegas Facility*.

4. **Introduction.**
   
a. The NNSA/NFO REOP program is recognized as an element of work authorization and control which provides for the most efficient use of assets to include land, facilities, and air space, as well as deconfliction of all activities on the Nevada National Security Site and at the North Las Vegas Facility.

b. This guide is driven from the perspective of controlling workflow and providing for the curation of documents to relieve reviewers from the difficulty of processing REOPs in a serial and ad hoc manner. Formalizing the workflow will improve tracking, timeliness, and ultimately the quality of the REOP review.

c. Manual processes in this guide will transition to collaboration tools as they become available and are proven to improve efficiencies.

5. **Process.**
   
a. The Nevada Enterprise (NvE) creates and reviews REOPs is accordance with NFO O 412.X1 with assistance obtained from the NvE REOP Guide. The NvE process is independent of the NNSA/NFO process; however, this document assumes the starting point of the NvE providing NNSA/NFO with a REOP signed by a Director (or equivalent) and ready for the NNSA/NFO Manager's
signature. It is important to note that the Management and Operations (M&O) contractor is allowed under the CRD of this order (Attachment 1) to self-approve the annual review for a REOP when there are only administrative changes. Subject matter experts (SME) are still expected to provide oversight by validating that the NvE is making appropriate self-approval determinations.

b. A small subset of REOPs processed by the M&O contractor are classified. The Assistant Manager for National Security processes the REOP according to Need-to-Know principles and internal processes that are not addressed in this guide.

c. For time-sensitive NNSA/NFO-approved REOPs, there should be a minimum of 10 working days for NNSA/NFO internal processing and a mandatory 10 working days for the NNSA/NFO Manager’s review, for a total of 20 working days. A shorter time frame will require emergency processing, with the risk of the REOP being rejected due to inadequate review time.

d. **Process Steps.**

   (1) For unclassified REOPs, processing starts when the M&O contractor sends a REOP to the NNSA/NFO Manager’s Office, where the receipt of the REOP is logged into an action tracking system.

   (2) The Manager’s Office notifies the Workflow Coordinator (WFC) that a REOP has been submitted to NNSA/NFO for review.

   (3) The WFC fills out a REOP Quality Checklist (Attachment 4) to ensure the REOP is ready to be further processed.

   (4) In the case that the REOP is not ready for review, it is rejected by the WFC and notifications are made to the Executive Council.

   (5) To facilitate the review, the WFC creates an email (Attachment 5) to the Deputy Assistant Managers (DAM) that provides document links, time frames, and SME functional area recommendations.

   (6) The WFC sends the review request email to the DAMs.

   (7) To assist in the REOP review, the WFC will collect relevant documentation on a shared drive for the SMEs to access.

   (8) DAMs review and edit the review request email, as needed, and forward the email to their SMEs.
(9) SMEs conduct a performance-based review if the REOP scope of work is performed by a member of the NvE. Otherwise, a full review will be performed.

(a) **Performance-Based REOP Review.**

1. Validate the NvE’s process and reasoning for recommending approval.
2. When available, verify calculations.
3. Identify and validate key risks and mitigations, recognizing that some mitigations are not defined until activity-level work control documents are developed.
4. Sample specific areas with known performance issues.
5. If it is apparent that other SMEs should be reviewing the REOP, send recommendations to the WFC.
6. Document the recommendation for approval, conditional approval, or rejection through an email to the WFC.
7. State the reasoning for the recommendation.
8. If the SME makes a conditional approval, a statement is provided with the specific concerns and the conditions expect to be satisfied.

(b) **Full REOP review.**

1. A full review entails making a judgement as to the adequacy of the risk and hazard analysis and the associated safety documentation, recognizing that the final control set may not be available until other requirements are satisfied (i.e. readiness reviews) or activity level work control documents are created.
2. Relevant NvE documents will be collected prior to the SME receiving a review request from the respective DAM.
3. Any additional documents requested from the WFC will be collected and stored on the network drive for SME use.
4. Similar to a performance-based review, SMEs may find that additional NNSA/NFO SMEs need to review the REOP. SMEs
will document requests in an email to the WFC and further coordination with the appropriate DAM will be performed.

5 SMEs will perform walkthroughs, as needed, to evaluate concerns.

6 SMEs will document the recommendation for approval, conditional approval, or rejection by an email to WFC.

7 SMEs will state the reasoning for the recommendation.

8 If the SME makes a conditional approval, a statement will be provided with the specific concerns and the conditions expect to be satisfied.

(10) The WFC consolidates the results of the review from all of the SMEs and provides the results to the DAMs.

(11) Assistant Managers (AM) receive a summation of the review performed by SMEs, and DAMs along with their recommendations. AMs provide a final recommendation for the Manager to approve, conditionally approve, or reject the REOP.

(12) AM recommendations will be forwarded to the WFC for logging.

(13) The WFC performs the necessary coordination to obtain the NNSA/NFO Manager’s signature.

(14) As a REOP review progresses, the WFC updates the REOP Status Log (Attachment 6) and sends five-day reminder notices to SMEs, DAMs, and AMs for time-sensitive REOP reviews. Performance metrics are tracked to aid in continuous improvement, including:

(a) Processing time from receipt to Manager’s approval.

(b) Identification of Delays (REOP waiting for action).

(c) Number of REOPs rejected.

(d) Reasons Trending of rejections.

(e) Missed functional areas.

(f) Inadequate hazard mitigation.
(g) Missing signatures.

(h) Inadequate Review Time (Project delayed).

6. **Records.**

   a. A common network drive will be maintained by the WFC to store documents and correspondence related to a specific REOP review. The directories will be organized as follows:

      (1) REOP Review Quality Checklist
      (2) REOP Status Log
      (3) Review documents
      (4) Correspondence

   b. As REOP reviews are completed, the directories will be made read-only as an archive record of the review.
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA FIELD OFFICE (NNSA/NFO) REAL ESTATE OPERATIONS PERMIT
(REOP) REVIEW PROCESS FLOWCHART

NOTE: AM = Assistant Manager; AMNS = Assistant Manager for National Security; DAM = Deputy Assistant Manager; M&O = Management and Operations (contractor); NvE = Nevada Enterprise; OMGR = Office of the Manager, NNSA/NFO; SME = Subject Matter Expert; WFC = Workflow Coordinator.
REAL ESTATE OPERATIONS PERMIT (REOP) REVIEW QUALITY CHECKLIST

REOP #: 
REOP Name: 
Received Date: 

Pre-review
☐ Contact program SME for activity details and special instructions.
☐ Should this REOP be NvE self-approved or otherwise removed from the NFO approved REOP list?
☐ Determine REOP activity start date.
☐ Determine if there is adequate review time of at least 15 working days and notify stakeholders if rejection is pending.
☐ Are all appropriate signatures on the REOP?
☐ Are there significant typos or inaccuracies in the REOP?

Review Preparations
☐ Create network drive folder with REOP and supporting documentation.
☐ Create REOP Review Status Log.
☐ Create review request email with links to documents, deadline dates, and recommended SMEs to the DAMs.

Post Review
☐ If the REOP was rejected, create rejection letter from Template and provide to the responsible AM.
☐ Complete REOP Review Status Log.
☐ Document metrics.
☐ Forward NFO Manager signed REOP to the contractor REOP Manager.
SAMPLE REVIEW REQUEST EMAIL

The following REOP is ready for review: **USGS-0025, Annual Surveys.**

Use this link to access supporting documentation:  **G:\AMSO\REOP Reviews\USGS-0025 (Sample)\AMEM**

Based on the M&O's Risk and Hazard (RAH) Questionnaire the following SMEs are recommended for review by AMEM:

1. Radiation Protection
2. Radioactive Waste

Please forward this request to your SMEs with the following dates in mind:

The REOP activity is planned to start on: **April 25, 2018**
Review Due Date: **March 15, 2018** (Approval Recommendation Needed From all AMs)

Instructions to SMEs:
1. Complete your review and provide your recommendation to the REOP Workflow Coordinator by **March 9, 2018**.
2. Request any additional documentation directly from the REOP Workflow Coordinator.
3. If you identify additional SMEs needing to review this REOP, please forward your request to the REOP Workflow Coordinator.
4. Possible review results are: Need more Information, Recommend for Approval, Recommend for Conditional Approval, and Recommend for Rejection.
5. Describe specific conditions for a conditional approval recommendation.
# SAMPLE REAL ESTATE OPERATIONS PERMIT (REOP) STATUS LOG

<table>
<thead>
<tr>
<th>REOP#</th>
<th>USGS-0025</th>
<th>Title: Annual Surveys</th>
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**Standard Reviews**

| NEPA      | AMSO     | Complete | GO | 2/2/2016 |
| Real Property (FIMS) | AMNS     | Complete | GO | 2/2/2016 |
## ACRONYMS

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