

Requests to Reproduce Classified Removable Electronic Media (CREM)

Effective Date: 9/2/04

Point of Contact: Jim Suess, 372-4020, OD

Introduction

On July 23, 2004, the Deputy Secretary formally directed all Departmental elements to stand down all classified operations involving accountable classified removable electronic media (CREM). Classified operations involving accountable CREM was to remain suspended until PNNL met the Operations Restart Protocol for Accountable CREM. On August 10, PNNL submitted their request to resume classified operations to DOE headquarters. On August 11, 2004, the Deputy Secretary, with the concurrence of the Office of Safety and Security Performance Assurance, approved PNNL's request to restart/resume classified operations involving CREM. One of the standing requirements from the Operations Restart Protocol is: "Reproduction of accountable CREM is prohibited unless authorized by the Federal Cognizant Security Authority (CSA) and fully documented. Such authorizations will be granted only as a result of exceptional circumstances. In accordance with formal accountability requirements, the custodian/alternant custodian shall enter reproduction transactions into the system." The PNSO manager is the Federal CSA and may delegate the approval process for requests to reproduce accountable CREM to the PNSO security representative. This procedure outlines PNSO staff member's roles, responsibilities and authorities involving the approval process for reproducing accountable CREM in accordance with the protocol.

Applicability

This information applies to PNSO staff involved in the review and approval process for requests to reproduce accountable CREM.

Required Procedures

The following procedure describes the process associated with the review and approval process for requests to reproduce accountable CREM.

Step #	Description	Performer	Support
Step 1	<p>Conduct initial review of requests to reproduce accountable CREM.</p> <ul style="list-style-type: none"> • Determine if the request contains a recommendation from the (contractor) Facility Security Officer, and does the request address programmatic need/requirement and why an exceptional circumstance (i.e., external customer request and/or file is too large that a hard copy is unacceptable) exists? • Determine if the request has been forwarded to a Program Division staff member along with a brief programmatic impact assessment. • If a Program Division staff member has not received the request for review, forward it to the appropriate program manager w/copy to the STP Team Lead. 	PNSO Security Rep	N/A
Step 2	<p>Review request for programmatic impacts.</p> <ul style="list-style-type: none"> • Review request to determine if there is a programmatic need/requirement for the reproduction of CREM. • Does the programmatic need/requirement necessitate exceptional circumstances (i.e., external customer request and/or file is too large that a hard copy is unacceptable) for the reproduction of accountable CREM? • Based on programmatic needs/requirements and exceptional circumstances, make a recommendation to the Federal cognizant security authority or his delegated representative. 	PD Staff (Program Manager)	STP Team Lead

<p>Step 3</p>	<p>Approve or disapprove request.</p> <ul style="list-style-type: none"> • Based on the recommendation of the program manager, prepare correspondence to approve or disapprove the request to reproduce accountable CREM • If the request was made in the form of a formal letter, the approval/disapproval will be processed in the same manner. • If the request was made in the form of an email message, the approval/disapproval will be made in the same manner. However, a memo for record will be made to formally document the request and approval/disapproval. 	<p>The Federal CSA or designated representative (PNSO Security Rep)</p>	<p>PNSO Security Rep</p>
----------------------	---	---	--------------------------

Suggested Guidelines

Contact PNSO security representative if any part of the request is inappropriate or missing to rectify and/or obtain information necessary for a recommendation.

Requirements

Operations Restart Protocol (for) Accountable Classified Removable Electronic Media (CREM), dated July 23, 2004.

Product Approval Form

PNSO-PCDR-06

1. Product Type:

Crosscutting Process/Procedures Program Description Management System Description

Other (describe): _____

Product Title: Requests to Reproduce Classified Removable Electronic Media

3. Brief explanation and justification:

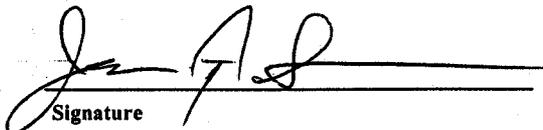
Provides procedures for PNSO staff members involved in the review and approval process for requests to reproduce accountable CREM.

Note: Explain purpose of new product, revision, or cancellation.

4. Request submitted by:

Jim Suess

Name (Print)



Signature

Date

9/2/04

5. Requirement Document: Does a requirement (or requirements) drive this product? If so, please specify (e.g., legal requirement, R2A2, SC requirement, etc.)

Yes Please Specify R2A2's/CREM Restart Protocol _____ No

6. Actions identified for product implementation:

"awareness" or briefing approach (classroom training, staff meetings, one-on-one, computer-based self study)

_____ revisions to other processes and procedures, program descriptions, or other products.

_____ other, explain: _____

7. Representative User Concurrence:

Julie Turner

Name (Print)



Signature

Date

9/2/04

Note: A representative user's concurrence is not necessary for minor revisions or cancellations.

8. Division Director Concurrence:

Roger Christensen

Name (Print)



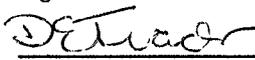
Signature

Date

9/7/04

Debbie Trader

Name (Print)



Signature

Date

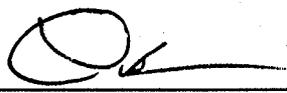
9/7/04

Note: Concurrence is required by any Division Director who will be subject to requirements contained in the product:

9. PNSO Manager Approval:

Paul Kruger

Name (Print)



Signature

Date

9/10/04

Note: Signature approves this product for deployment on the PNSO web site.