

11.0 OFFICE OF ASSISTANT MANAGER FOR SECURITY AND EMERGENCY MANAGEMENT (AMSEM).

- 11.1 Mission. Provides advice and counsel to the Oak Ridge Office (ORO) Manager, Deputy Manager, and line managers regarding all aspects of safeguards and security and emergency management operations involved in the protection of people, information, special nuclear material (SNM), and other critical assets, as well as violence in the workplace, intelligence, and related matters of special sensitivity. Administers the safeguards and security and emergency management programs for ORO, including industrial security, physical security, information security, cyber security, materials control and accountability, personnel security, classification, export control, administration of protective services contracts, and orchestrates and implements ORO's program and plans for responding to emergencies, including (but not limited to) devising appropriate communications systems, periodically performing exercises and drills, implementing the Lead Federal Manager concept, and delineating roles and responsibilities during activation of the ORO Emergency Operations Center.
- 11.2 The Assistant Manager and Deputy Assistant Manager discharge this mission through the:
- a. Security Oversight and Support Branch (11.3 below),
 - b. Access Authorization Branch (11.4 below),
 - c. Materials Control and Accountability and Information Security Team (11.5 below), and
 - d. Emergency Management Team (11.6 below).
- 11.3 Security Oversight and Support Branch.
- a. Administers the overall industrial and physical security programs at ORO.
 - b. Develops policies, procedures, Technical Standards, and criteria for the physical security of classified information, computers, materials, equipment, facilities, and for the physical protection of SNM.
 - c. Develops and coordinates physical security operations for the procurement, storage, or disposal of classified equipment or materials. Reviews risk and vulnerability assessments.
 - d. Evaluates engineering proposals, drawings, and specifications for new construction or major alterations to existing structures to assure compliance with security policies and Technical Standards.
 - e. Establishes and implements procedures for the security control of personnel at ORO Federally-occupied facilities, including the degree of escort control required.
 - f. Approves the selection, installation, and use of physical security systems, and develops emergency contingency plans to meet safeguards and security threats.

- g. Provides expert advice and assistance to custodians of ORO's Sensitive Compartmented Information Facilities (SCIF) and/or Special Access Program facilities.
- h. Provides oversight of the security operations at the Office of Scientific and Technical Information (OSTI).
- i. Provides oversight of contractor sites and the Federal Building Complex (FBC) programs addressing the theft of government property.
- j. Manages the FBC Security Program including the FBC Security Plan; serves as Contract Technical Monitor to oversee and manage the contract relationship with the Oak Ridge Protective Force; and provides the chairperson and executive secretary for the FBC Security Steering Committee. Provides advice to Information Resources Management Division (IRMD) on physical security related programs for the FBC.
- k. Appraises contractor programs and performance in establishing and executing effective safeguards and security programs.
- l. Assures that Materials Control and Accountability (MC&A) systems are properly integrated into the overall safeguards program. Surveillance over MC&A systems and activities for material measurements, statistical control, internal control, record keeping, and reporting is accomplished by conducting independent, periodic surveys, reviewing contractor internal surveys, conducting special studies and reviews, and validating implementation of recommendations.
- m. Performs security surveys or evaluates special studies of ORO and contractor security programs and conducts inspections of actual or potential security infractions.
- n. Assesses the effectiveness of physical protection and other security measures designed to prevent the theft or unauthorized disclosure of classified information, the diversion of SNM, or the theft of government property.
- o. Administers the Foreign Ownership, Control, or Influence (FOCI) Program including coordination, review, and approval of FOCI packages.
- p. Oversees all ORO contractors' protective force activities and maintains liaison with military agencies and law enforcement agencies under mutual assistance programs.
- q. Administers the overall Facility Security Approval Program (FSAP) for the receipt, possession, and use of classified matter and SNM by laboratories, universities, architect-engineers, vendors, industrial participants, and others.
- r. Conducts surveys in support of the FSAP, and conducts special integrity studies regarding the selection, installation, and use of computer and physical security systems.

- s. Conducts physical protection audits of SCIFs, cryptographic centers and computer systems, and conducts preliminary inquiries of all compromises, suspected violations, and insecure practices involving Communications Security (COMSEC) information and computer systems.
- t. Serves as ORO Alternate Technical Surveillance and Countermeasures (TSCM) Program Manager.
- u. Provides security support to the United States Enrichment Corporation Centrifuge Project at Portsmouth Gaseous Diffusion Plant (PORTS), East Tennessee Technology Park, and the Centrifuge Technology Center.
- v. Provides security support to Department of Energy (DOE) Regulatory Oversight at PORTS and Paducah Gaseous Diffusion Plant.
- w. Provides support to the ORO Reindustrialization Program.

11.4 Access Authorization Branch.

- a. Administers the program for determining the eligibility of DOE, contractor, and subcontractor personnel for access authorizations.
- b. Administers the Program for Homeland Security Presidential Directive-12 (HSPD-12).
- c. Administers the program for designating critical positions and certifying employees under the Human Reliability Program.
- d. Maintains liaison with other Federal investigative and law enforcement agencies on personnel security matters.
- e. Administers the Substance Abuse Referral Program Option to adjudicate the cases of individuals holding access authorizations who have substance abuse problems.
- f. Evaluates and concurs with procedures for the security control of personnel at ORO contractor facilities, including the level of clearances and the degree of escort control required; approves official foreign travel by cleared personnel; and approves visits by individuals that are not United States citizens to DOE facilities.
- g. Administers the Accelerated Access Authorization Program.
- h. Provides oversight responsibility for the processing of Sensitive Compartmented Information (SCI) clearances.
- i. Administers the granting of weapons authorization by the AMSEM, on behalf of the ORO Manager.
- j. Develops and executes a Security Education Awareness Program for ORO employees and develops guidelines for all contractor programs and assures their compliance.

- k. Administers procedures for making the security determinations necessary to permit foreign visitor participation in unclassified research and training activities.
- l. Serves as the contracting Officer's Representative (COR) for the Information/Personnel Security Contract.

11.5 Materials Control and Accountability and Information Security Team.

- a. Maintains a comprehensive Nuclear MC&A Program for all activities under ORO in conformity with Departmental requirements. Develop guidelines and Technical Standards for the control and accountability of all types of source, special, and other designated nuclear materials.
- b. Approves the facility-specific MC&A plans and procedures, assuring their consistency with DOE Policy and their adequacy in providing effective control and accountability of materials.
- c. Reviews current and contemplated plans for the use of nuclear and other designated sensitive materials to ensure that plans provide protection for Government-owned materials through proper MC&A practices.
- d. Coordinates and leads special MC&A reviews of ORO facilities to ensure that operating contractors maintain effective systems for the control and accountability of nuclear materials.
- e. Directs, coordinates, and participates in special studies to develop local, DOE-wide, and internal MC&A policies and procedures. Maintains liaison with technical consultants and DOE contractors to ensure technological advances are incorporated in ORO MC&A policies and programs.
- f. Analyzes reports of material discards, inventory differences, material losses, shipper-receiver differences, and other MC&A anomalies; evaluates the validity and appropriateness of contractor actions; and recommends changes to MC&A plans, procedures, and practices, as required.
- g. Supports contractor personnel providing expert accounting advice and assistance to the Office of Nonproliferation Policy (NA-242) in negotiating Administrative Arrangements for the reconciliation and exchange of nuclear inventory data under International Agreements for Cooperation.
- h. Coordinates Joint Notification on the export and transfer of domestic materials as required by the agreement between the United States and the International Atomic Energy Agency (IAEA).
- i. Serves as ORO Point of Contact (POC) for IAEA-related activities at ORO facilities conducted under the U.S.-IAEA Agreement, responding to requests from the Office of International Safeguards (NA-244) for support/participation.

- j. Reviews and approves proposed protocols for representatives of the IAEA to access ORO facilities and receive information to fulfill United States obligations under the Nuclear Nonproliferation Treaty.
- k. Serves as AMSEM Training Liaison, including coordinator for the Federal Technical Qualification Program, Manager for the Safeguards and Security Training Approval Program for AMSEM and ORO contractors, and POC with Nonproliferation National Security Institute/Central Training Academy.
- l. Serves as ORO POC for Integrated Safeguards and Security Management.
- m. Develops and implements the ORO Federally-occupied facilities Classified and Unclassified Cyber Security Program.
- n. Administers the ORO Incidents of Security Concern (IOSC) Program with oversight of ORO contractor Classified Matter Protection and Control (CMPC) Programs, including developing local procedures to implement DOE CMPC Policy and Directives; reporting incidents of security concern to DOE Headquarters (HQ); conducting inquiries into IOSCs; reviewing contractor inquiry reports; submitting monthly IOSC statistics to DOE HQ; analyzing, tracking and trending IOSC's to identify systemic problems, determine the validity of corrective actions, and to disseminate lessons learned; providing guidance and assistance to contractor Inquiry Officers; and evaluating the effectiveness of security infraction programs.
- o. Administers the CMPC Program for ORO Federally-occupied facilities and provides oversight of the ORO contractor CMPC Programs, including establishing procedures and guidelines to assure the security and accountability of classified documents; establishing and accrediting accountability control points within ORO; inspecting the operation of control points for adherence to procedures; verifying classified document inventories; interpreting security regulations; developing, conducting, and evaluating self-assessments to ensure compliance with DOE Directives; and developing and conducting CMPC training for ORO and contractor personnel included in the Federally-occupied CMPC Program.
- p. Provides management and oversight of Contractor Classified and Unclassified Cyber Security Programs and the OSTI Classified Security Program.
- q. Evaluates physical protection and access control in cyber security plans.
- r. Administers the ORO TSCM Program with oversight of ORO contractor TSCM Programs, including approval of TSCM plans, requests for services, closure of findings, and awareness, and serves as the Alternate ORO OPSEC Program Manager.
- s. Provides guidance and assistance to ORO Program Managers involved in DOE supported/funded health studies, Medical Surveillance Programs, and the Energy Employees Occupational Illness Compensation Program, including developing and briefing security plans to ORO and contractor personnel and interacting with Federal, State and local personnel to ensure DOE requirements are implemented for the protection and control of classified and sensitive information.

- t. Manages Public Key Infrastructure Registration Authority for ORO.
- u. Provides guidance, oversight, and support for technical, information, and computer security functions.
- v. Reviews proposed classification guides and recommends modifications, as necessary, to assure protection against the compromise of classified information.
- w. Directs and manages the ORO and contractor Classification Program for ORO's broad spectrum of responsibilities, including technology transfer and work for others; provides classification advice to ORO staff and contractor Classification Officers; participates in classification studies; directs appraisals of contractors; and participates in reviews of information program security.
- x. Conducts classification education for ORO staff and Authorized Derivative Classifiers; reviews documents for declassification; and coordinates and manages large-scale declassification reviews.
- y. Provides classification and declassification reviews and services for the Oak Ridge Complex.
- z. Provides export control audit and review services; and serves as central point of contact for export control with DOE HQ and other Federal agencies, including providing export control and international security guidance to line managers and other officials.
- aa. Serves as COR for ORO's protective services contract.

11.6 Emergency Management Team.

- a. Provides corporate-level program management for ORO emergency management for policy development and coordination, training coordination, coordination of crosscutting issues, etc., in support of all ORO sites.
- b. Provides program management for the Oak Ridge Reservation (ORR) Emergency Management Program, including the Joint Information Center, command media, notification system, ORR-level Emergency Response Organization (ERO) Training Program, budget, and ORO ERO.
- c. Provides technical assistance to all line organizations, other AMSEM staff, and the National Nuclear Security Administration Y-12 Site Office (YSO).
- d. Performs technical oversight activities.
- e. Provides liaison for ORR with the Tennessee Emergency Management Agency for management of the Tennessee Oversight Agreement emergency management grant.
- f. Provides the ORO interface and coordination point for emergency management with the Lead Program Secretarial Office, Site Office, Oversight Agreement, YSO, and the National Response Center.

- g. Serves as lead for the development and maintenance of any ORR non-security related Memorandums of Agreement, Mutual Aid Agreements, etc.
- h. Manages the Federal Building Complex Emergency Management Program, including the maintenance of the Occupant Emergency Plan, building emergency instructions and posters, development and maintenance of the Occupant Emergency Organization Training Program and Drill Program.
- i. Manages the ORO Center ensuring its continuing effective operation and readiness to support a wide variety of routine and off-normal security and non-security activities.
- j. Prepares the Annual ORO Consolidated Emergency Readiness Assurance Plan.
- k. Manages activities related to the DOE Region 2 Radiological Assistance Program, including ensuring response readiness and responding, as required; outreach with eight States, one territory, and one commonwealth; and support of five Regional Response Teams and five Regional Assistance Committees.
- l. Manages the Radiation Emergency Assistance Center/Training Site ensuring response readiness.
- m. Manages the Oak Ridge Institute for Science and Education Emergency Response Training and Readiness Program.
- n. Manages the Oak Ridge Area Response System for emergencies occurring at off ORR Facilities.