

O **OTHER SECURITY CONSIDERATIONS**

WHAT OTHER SECURITY REQUIREMENTS ARE THERE?

As mentioned in section two of this workbook, the contractor must submit an LOSC for a nonpossessing facility. The LOSC details the security guidelines that the contractor has agreed to follow. In the LOSC, the contractor provides a statement that they accept responsibility for:

- ▶ Ensuring advance notification of any planned foreign travel by DOE-cleared individuals to sensitive countries.
- ▶ Ensuring security briefings are conducted and documented.
- ▶ Ensuring signed termination agreements are sent to ORO.
- ▶ Ensuring cleared personnel comply with personnel clearance reporting requirements.
- ▶ Ensuring any and all DOE Government property is protected.
- ▶ Ensuring no foreign national employee is placed in a position to exercise control or influence over cleared U.S. citizens.
- ▶ Ensuring company compliance with reporting requirements of the contract clause, DOE Acquisition Regulation (DEAR) 952.204-74, entitled, “Foreign Ownership, Control, or Influence Over Contractor.”
- ▶ Providing the assistance necessary to ensure personnel security clearance requests are accurately completed (Standard Form 86 and related documents).
- ▶ Ensuring the provisions of the Privacy Act are met when handling and mailing/delivering completed personnel security clearance request documents.
- ▶ Developing procedures describing internal company processes for performing functions to accomplish each of the above items.
- ▶ Ensuring the Company’s client(s) is provided a copy of security procedures.
- ▶ Assuring all employees know their individual responsibilities in executing

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and supporting security procedures established by the company.

- ▶ Assuring that, if automatic data processing (ADP) functions are performed with DOE (or DOE contractor) information, the ADP systems and processes used are documented and approved as required.

If the company is to possess special nuclear material, classified matter, Government property over \$5M, or is registered for other considerations, the contractor must submit a comprehensive security plan. The Safeguards and Security Division is required to conduct an initial security survey of the facility.

Once a facility has been approved, additional contracts that are at the same or lower classification or clearance level can be added without a new LOSC or security plan.

For Possessing facilities only, certain security interests require specific, approved plans in addition to an approved security plan. These interests include a classified automated information system (computers) and the possession of special nuclear material.

Appropriate classification guidance must be provided to each contractor addressing those topics cleared company personnel would be expected to encounter.

As part of the FOCI process, key management personnel must be cleared. This is usually the Chairman of the Board, the President, and the Security Officer. Their personnel clearances should be sufficient for the level of classified involved in the contract. An exception is made for Security Officers who only perform administrative duties. In that case, an "L" clearance is sufficient.

Also, as part of the FOCI requirements, the Contracting Officer must ensure any significant changes and/or new comprehensive FOCI Reps and Certs are submitted to the Lead Responsible Office for purposes of FOCI.

All contractor personnel who will be approved for unescorted access to Security Areas (other than a Property Protection Area) are required to receive an initial security briefing. The initial briefing informs individuals of local security procedures and access control requirements. Cleared contractor personnel are also required to receive comprehensive security briefings prior to being granted access to classified information as well as security refresher briefings annually. The initial and comprehensive briefings should be scheduled with the Lockheed Martin Security Awareness Office. Contractors will be responsible for conducting their own annual refresher briefings according to guidance given by the ORO Security Awareness Office. Other security briefings such as foreign

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travel, escort, computer, handcarry, etc., may also be required as appropriate. Cleared contractor personnel are required to have all these briefings whether a DOE badge is issued or not. Failure to receive these briefings can result in the issuance of security infractions or the termination of clearances. Briefings provided by the contractor must be documented.

Under DOE Order requirements, terminating facility and personnel clearances in a timely manner is as important as registration. The Contracting Officer has to notify the Safeguards and Security Division that a contract has been terminated and the security interests, including access authorizations, are no longer needed. Termination briefings shall be conducted by the contractor for cleared personnel to inform them of their continuing security responsibilities. This briefing is required even if the clearance is being extended or reinstated to another contractor. Termination briefings shall be based on the information contained in DOE Form 5631.29, "Security Termination Statement" and the SF-312, Classified Information Nondisclosure Agreement. After the terminating employee signs the DOE F 5631.29, the original form should be forwarded to the DOE Safeguards and Security Division Personnel Security Branch and a copy should be retained for the contractors' records. *Note: When terminating clearances, be sure that any clearances needed for another ORO contract with the same contractor are not terminated.*

When contractor personnel are badged, the badges are required to be retrieved and returned to the Y-12 Badge and Pass Office upon employee termination. Badges are not allowed to be retained if the person is cleared or using the badge through another contractor unless arrangements are made through the Y-12 Badge and Pass Office. Failure of the contractor security contact to assure badges are retrieved when employees terminate, can result in the issuance of a security infraction. Also, anyone who knowingly allows or encourages this practice will be issued a security infraction.

All requests for deviations (variance, waiver, or exception) from DOE Orders for safeguards and security must be submitted to the Safeguards and Security Division for approval or further submission to Headquarters for approval.

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WHO CAN PROVIDE MORE INFORMATION?

The following is a list of DOE and LMES offices which can be contacted for more information:

DOE

ORO Safeguards and Security Division	576-0897
ORO Security Awareness Office	576-6963
ORO Personnel Security Office	576-0929
ORO FOCI Program Office	576-4098 or 576-8773
ORO CMPC Operations Manager	576-6963
ORO Classification Office	576-0754
ORO Facility Clearance and Survey Program Manager	576-0988
E.A.S.I. Facility Clearance Coordinator	576-1856
ORO Computer Security Operations Manager	576-9436
ORO OPSEC and TSCM Program Manager	576-0914
ORO Counterintelligence Manager	576-0919
ORO Visit Coordinator	576-0934
Y-12 Security Program Support Representative	576-2260
ORNL Security Program Support Representative	576-2265
ETTP, Portsmouth, and Paducah Security Program Support Representative	576-2253
Federal Office Building Security Manager	241-2782
Reindustrialization Security Program Support Representative	576-0918

LMES

Y-12 Badge and Pass Office	574-3285
LMES Security Awareness Office	576-7673
LMES Visitor Control Office	574-3280