

SAFEGUARDS, SECURITY, AND EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/21/2008

SUBJECT: PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) and the Office of Scientific and Technical Information (OSTI).
2. APPLICABILITY. The provisions of this document apply to ORO and OSTI Principal staff.
3. RESPONSIBILITIES.
 - a. Assistant Manager for Security and Emergency Management (AMSEM).
 - (1) Establishes and maintains ORO guidelines and security procedures for the protection and control of classified matter, special nuclear material, or other safeguards and security interests.
 - (2) Initiates preliminary inquiries of theft and/or diversion of Government property and, as appropriate, notifies cognizant Federal, State, or local authority on theft issues directly pertaining to ORO.
 - (3) Performs those tasks assigned to "Heads of Field Elements" in DOE O 470.4. May perform those tasks assigned to "local authority" in DOE M 470.4-6, Change 1, NUCLEAR MATERIAL CONTROL AND ACCOUNTABILITY.
 - b. DOE Transportation Manager, in coordination with COR, performs those tasks identified in DOE O 470.4, DOE O 461.1A, PACKAGING AND TRANSFER OR TRANSPORTATION OF MATERIALS OF NATIONAL SECURITY INTEREST; and DOE M 461.1-1, Change 1, PACKAGING AND TRANSFER OR TRANSPORTATION OF MATERIALS OF NATIONAL SECURITY INTEREST MANUAL.
 - c. Director, Information Resources Management Division, implements the Federal Building Complex Security Program for the physical protection of DOE property and facilities.
 - d. Contracting Officer performs those tasks identified in DOE O 470.4, subparagraphs 5p(1) and (2).
 - e. Organizational Property Management Officer coordinates the development and implementation of policies and procedures which may prevent the compromise of DOE Safeguards and Security Interests with the AMSEM.
 - f. Principal Staff maintains continuing oversight of programmatic activities under their cognizance and implements appropriate controls to prevent, deter, and to detect the theft of Government property.

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- g. All DOE employees, having knowledge or suspicion of possible fraud, abuse or other forms of wrongdoing, to include knowledge of loss or theft of Government property, are obligated to inform the DOE Office of Inspector General (OIG) and the ORO AMSEM.

4. REFERENCES.

- a. "*Security Badge Specifications*," and the DOE Security Badge Specifications described in Appendix 2 of DOE M 470.4-2, Change 1, PHYSICAL PROTECTION, dated August 26, 2005.
- b. DOE M 470.4-6, Change 1, NUCLEAR MATERIAL CONTROL AND ACCOUNTABILITY dated August 14, 2006.
- c. DOE O 461.1A, PACKAGING AND TRANSFER OR TRANSPORTATION OF MATERIALS OF NATIONAL SECURITY INTEREST, dated April 26, 2004.
- d. DOE M 461.1-1, Change 1, PACKAGING AND TRANSFER OR TRANSPORTATION OF MATERIALS OF NATIONAL SECURITY INTEREST MANUAL, dated September 29, 2000.
- e. DOE M 460.2-1, RADIOACTIVE MATERIAL TRANSPORTATION PRACTICES, dated September 23, 2002.

5. DEFINITIONS.

- a. **FEDERAL BUILDING COMPLEX.** Includes the Federal Building; Building 2714; and 1916-T2. This definition may change periodically due to the relocation of Federal employees and the reallocation of existing facilities to contractor personnel.
- b. **SECURITY INTERESTS.** Includes, but is not limited to classified matter, special nuclear materials, security shipments, secure communications centers, sensitive compartmented information facilities, automatic data processing centers, or other systems including classified information, or Government Property.
- c. **PRELIMINARY INQUIRY.** The limited inquiry into the loss, diversion, or theft of Government property to enable the ORO Safeguards and Security Representative or the Contractor Security Representative to develop sufficient information in order to prepare a report for referral to either the DOE OIG, the Federal Bureau of Investigation, or local law enforcement authorities.