

SAFEGUARDS, SECURITY, AND EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

SUBJECT: SECURITY OF FOREIGN INTELLIGENCE INFORMATION AND SENSITIVE
COMPARTMENTED INFORMATION FACILITIES

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO who perform work for the Department that requires access, receipt, storage, processing, and/or handling of Foreign Intelligence Information (FII), including Sensitive Compartmented Information (SCI).
3. RESPONSIBILITIES.
 - a. Chief Operating Officer (COO), ORO.
 - (1) Serves as the Senior ORO Intelligence Operation and Control Official.
 - (2) Delegates approval authority to the Assistant Manager for Security and Emergency Management (AMSEM), for requests for SCI access from ORO employees, contractors, and subcontractors.
 - b. Assistant Manager for Security and Emergency Management, ORO.
 - (1) Adjudicates authorization requests for SCI access for ORO employees, contractors, and subcontractors.
 - (2) Performs those tasks identified in DOE 5639.8A, subparagraphs 8f(2)-(8), as directed by COO.
 - (3) Provides the COO with a listing of all SCI-cleared personnel within ORO, as requested.
 - c. Principal Staff; and Director, Field Intelligence Element.
 - (1) Establish, manage, and operate facilities that receive, store, process, and disseminate FII, including SCI, in a manner that conforms to the requirements of DOE 5639.8A.
 - (2) Report discovery of any incident or security-related situation that could be construed as involving a compromise, possible compromise, or suspected compromise of FII, including SCI, in accordance with DOE M 470.4-1, Section N, INCIDENTS OF SECURITY CONCERN.
 - (3) Perform those tasks identified in DOE 5639.8A, subparagraph 8b(2), when procurement requests are initiated under their supervision.
 - (4) Special Security Officer, FIE, ensures all required information and need-to-know justification is included in each request for SCI access prior to submission to Director, Office of Intelligence IN-1, HQ, for approval.

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- (5) Ensure need-to-know justification is valid for individuals accessing FII and SCI information on an annual basis.
- d. Contracting Officer's Representatives.
 - (1) Perform those tasks identified in DOE 5639.8A, paragraph 8b(1).
 - (2) Ensure that any deficiencies noted as a result of ORO, or HQ surveys/inspections are addressed with corrective actions designed to meet FII management, control, and security requirements.
- 4. REFERENCES.
 - a. Executive Order 12333, UNITED STATES INTELLIGENCE ACTIVITIES, dated December 4, 1981.
 - b. DOE M 470.4-1, Section N, INCIDENTS OF SECURITY CONCERN, dated August 26, 2005.
- 5. DEFINITIONS. **FIELD INTELLIGENCE ELEMENT (FIE)** is an element of ORO or of any ORO contractor that has been recognized in writing by IN-1 as an extension of DOE HQ that performs unique and critical FII operations in direct support of the Department's intelligence mission as defined in Executive Order 12333. The FIE's mission may require interface with Intelligence Community agencies.