

SAFEGUARDS, SECURITY, AND EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

SUBJECT: CONTROL AND ACCOUNTABILITY OF NUCLEAR MATERIALS

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 Principal Staff.
3. RESPONSIBILITIES.
 - a. Chief, Materials Control and Accountability and Information Security (MC&A/IS) Branch, Office of Security and Emergency Management (OS-203).
 - (1) Performs those tasks identified in DOE O 470.4A, paragraph 5e, as applicable to the requirements of DOE M 470.4-6, Change 1.
 - (2) Examines nuclear material storage reconfiguration plans to determine accessibility of the material for performance of MC&A requirements.
 - (3) Maintains follow-up on all MC&A findings disclosed by ORO Office of Security and Emergency Management (OSEM) surveys and DOE Headquarters (HQ) security evaluations and validates corrective actions prior to closure of findings.
 - (4) Requires that an annual facility-specific self-assessment plan be submitted by ORO facilities and monitors the adequacy of reports issued on assessments conducted.
 - (5) Notifies ORO program managers and the Manager of anomalous conditions identified in the review of material control indicators and recommends corrective actions.
 - (6) Coordinates the MC&A activities associated with modification of existing or establishment of new operations involving accountable nuclear materials. Advises ORO organizations on the MC&A aspects of inspections by the International Atomic Energy Agency (IAEA).
 - (7) Performs specific international tracking activities as delegated by the DOE HQ Office of International Policy (NA-242).
 - (8) Provides guidance to the Contracting Officer's Representatives (CORs), as necessary, relating to MC&A issues.
 - b. Director, Procurement and Contracts Division, in consultation with subject matter experts, ensures implementation of the requirements of DOE M 470.4-6, Change 1, in new and existing contracts for ORO facilities.

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c. Contracting Officer's Representatives.

- (1) Perform those tasks identified in DOE O 470.4A, paragraph 5p, as applicable to the requirements of DOE M 470.4-6, Change 1.
- (2) Ensure that facility commitments to discharge MC&A requirements are executed and included in evaluation of contractor performance.

4. REFERENCES.

- a. DOE O 470.4A, SAFEGUARDS AND SECURITY PROGRAM, dated May 25, 2007.
- b. DOE M 470.4-1, Change 1, SAFEGUARDS AND SECURITY PROGRAM PLANNING AND MANAGEMENT, dated March 7, 2006.
- c. Memorandum, from G. Leah Dever to Pedro S. Garcia, titled "*Delegation of Authority for Responsibilities Assigned to the ORO Manager under DOE Order 474.1A, 'Control and Accountability of Nuclear Materials,'*" dated May 14, 2001, which delegates to the ORO/OSEM MC&A/IS Branch Chief the authority to act in the ORO Manager's behalf relative to responsibilities assigned to the Manager under the Order.