



# U.S. Department of Energy

Oak Ridge Operations

ORO O 470 Chapter XI
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DATE: 9-30-96

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

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1. PURPOSE. This Chapter correlates to DOE O 475.2 (formerly DOE 5639.8A), SECURITY OF FOREIGN INTELLIGENCE INFORMATION AND SENSITIVE COMPARTMENTED INFORMATION FACILITIES, dated July 23, 1993, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to ORO and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces OR 5670.2, SECURITY OF FOREIGN INTELLIGENCE INFORMATION AND SENSITIVE COMPARTMENTED INFORMATION FACILITIES, dated May 9, 1990.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and contractors and subcontractors 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).
4. RESPONSIBILITIES.
  - a. Assistant Manager for Defense Programs (AMDP).
    - (1) Serves as the Senior ORO Intelligence Operation and Control Official.
    - (2) Delegates approval authority to the Director, Safeguards and Security Division (SSD), for requests for Sensitive Compartmented Information (SCI) access from ORO, contractors, and subcontractors.
  - b. Director, Safeguards and Security Division.
    - (1) Approves requests for SCI access from ORO, contractors, and subcontractors before they are forwarded by the Special Security Officer (SSO), Field Intelligence Element (FIE) to the Director of Energy Intelligence (NN-30), Headquarters (HQ).
    - (2) Performs those tasks identified in DOE O 475.2, subparagraphs 8f(2)-(8), as directed by AMDP.
  - c. Director, Personnel Division.
    - (1) Processes applicants for SCI access authorization and forwards files to the Director, Office of Security Affairs (NN-50), HQ.

- (2) Provides the AMDP and Federal Building Complex Security Manager with a quarterly listing of all SCI-cleared personnel within ORO.

d. 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 475.2.
- (2) Report within two hours of discovery any incident or security-related situation that could be construed as involving a compromise, possible compromise or suspected compromise of FII, including SCI, to the Contracting Officers' Representatives (COR) and the Director, SSD. The initial notification may be oral or written, but in all cases will be followed within 24 hours by a formal written report of inquiry/investigation.
- (3) Under whose supervision procurement requests are initiated, perform those tasks identified in DOE O 475.2, subparagraph 8b(2).

e. Contracting Officers' Representatives.

- (1) Perform those tasks identified in DOE O 475.2, paragraph 8b(1).
- (2) Ensure that any deficiencies noted as a result of SSD surveys/inspections are addressed with corrective actions designed to meet FII management, control, and security requirements.

f. Division Directors and above are responsible for validating the "need-to-know" for individuals in their organization on OR F 5635.4-1, the locally-produced Document Access Authorization Form.

**NOTE:** Forms should be reviewed annually or whenever a job change occurs to ensure continued access to FII is necessary. If "need-to-know" is no longer required, Central Library must be contacted immediately to withdraw access.

5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. ORO O 470, Chapter X, Management and Control of Foreign Intelligence, dated May 15, 1996, which establishes responsibilities for foreign intelligence activities within ORO.
7. DEFINITIONS. **Field Intelligence Element (FIE)** is an element of ORO or of any ORO contractor that has been recognized in writing by NN-30 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.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Establish, manage, and operate facilities which receive, store, process, and disseminate FII, including SCI, in a manner that conforms to the requirements of DOE O 475.2.
2. Report within two hours of discovery any incident or security-related situation that could be construed as involving a compromise, possible compromise or suspected compromise of FII, including SCI, to the cognizant COR or Site Manager and to SSD. The initial notification may be oral or written, but in all cases will be followed within 24 hours by a formal written report of inquiry/investigation.