

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 560, Chapter I, Chg. 1, UNCLASSIFIED COMPUTER SECURITY PROGRAM**

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive ___ Revised Directive X Page Change

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

___ No (all contractors)

X Yes If yes, whom? X LMES X LMER X ORAU X SURA
X Bechtel Jacobs Company

X Other contractors (list by type) As determined by the cognizant Contracting Officer

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

___ No X Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to (1) indicate the correct number of the correlating DOE Order (DOE 1360.2B), (2) clarify subparagraph 4b(3) and add additional operational awareness reporting requirements, (3) update the listed References in paragraph 6, and (4) add additional requirements (numbers 3 through 5) to the Contractor Requirements Document.

5. **CONTACT POINT:** Caryl Milton Safeguards and Security Division, DP-82 576-1722
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 560, Chapter I	05/15/1996	ORO O Control Form	08/27/1998
Pages I-1 through I-3		ORO O 560, Chapter I, Chg. 1, Pages I-1 through I-3	08/27/1998

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

08/27/1998
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 560 Chapter I Chg. 1

DATE: 08/27/1998

SUBJECT: UNCLASSIFIED COMPUTER SECURITY PROGRAM

1. PURPOSE. This Chapter correlates to DOE 1360.2B, UNCLASSIFIED COMPUTER SECURITY PROGRAM, dated May 18, 1992, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 560, Chapter I, UNCLASSIFIED COMPUTER SECURITY PROGRAM, dated May 15, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating contractors to the extent set forth in a contract, and other contractors as determined by the cognizant contracting officer.
4. RESPONSIBILITIES.
 - a. Manager designates the Computer Protection Program Coordinator (CPPC).
 - b. Director, Safeguards and Security Division:
 - (1) Supervises the CPPC, who has the following responsibilities:
 - (a) Serves as the point of contact to coordinate activities of the Unclassified Computer Security Program between DOE Headquarters and ORO individual sites.
 - (b) Performs those tasks identified in DOE 1360.2B, subparagraphs 10c(2), (4)-(6), (8), and (9).
 - (2) Develops and implements an Unclassified Computer Security Program for ORO facilities that conforms to the requirements identified in DOE 1360.2B, paragraph 11.
 - (3) Designates the Computer Protection Program Manager (CPPM), for ORO, who:
 - (a) Performs those tasks identified in DOE 1360.2B, paragraph 11. Office of Management and Budget (OMB) Circular A-130, as amended (see paragraph 6 below) may be used as a guide.
 - (b) Transmits drafts of computer security plans to the CPPC for review and comment prior to finalization.

- (c) Develops and implements a training plan to ensure that employees are aware of and comply with their computer security responsibilities. OMB Circular A-130, as amended (see paragraph 6 below) may be used as a guide in developing training plans.
 - (d) Maintains operational awareness with the ORO CPPC, reporting the status of the Unclassified Computer Security Program quarterly, as a minimum.
- c. Principal Staff, under whose supervision procurement requests are initiated, perform that task identified in DOE 1360.2B, subparagraph 10c(7).
- d. Contracting Officer's Representatives perform that task identified in DOE 1360.2B, subparagraph 10c(3).
- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES.
 - 1. Office of Management and Budget Circular A-130 (including Appendix 3), as amended, Management of Federal Information Resources, dated May 15, 1994, which implements Public Law 100-235, "Computer Security Act of 1987."
 - 2. DOE O 200.1, INFORMATION MANAGEMENT PROGRAM, dated September 30, 1996.
- 7. DEFINITIONS. None.
- 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. Develop and implement an Unclassified Computer Security Program in accordance with the requirements of DOE 1360.2B, paragraph 11. OMB Circular A-130, as amended, may be used as a guide.
2. Shall designate, in writing to the ORO CPPC, the site Computer Protection Program Manager (CPPM).
3. Transmit drafts of computer security plans to the ORO CPPC for review and comment prior to finalization.
4. Develop and implement a training plan to ensure that personnel are aware of and comply with their computer security responsibilities. OMB Circular A-130, as amended, may be used as a guide in developing training plans.
5. Maintain operational awareness with the ORO CPPC, reporting the status of the Unclassified Computer Security Program quarterly, as a minimum.