

**OFFICE OF ASSISTANT MANAGER FOR SAFEGUARDS, SECURITY, AND
EMERGENCY MANAGEMENT**

**OAK RIDGE OFFICE
OFFICE OF SCIENCE
U.S. DEPARTMENT OF ENERGY**

**3.0 OFFICE OF ASSISTANT MANAGER FOR SAFEGUARDS,
SECURITY, AND EMERGENCY MANAGEMENT (AMSSEM)**

3.1 Mission: Provides advice and counsel to the Oak Ridge Office (ORO) Manager, Deputy Manager, and supported Site Offices and customers regarding all aspects of safeguards and security and emergency management operations involved in the protection of people, information, special nuclear material (SNM), and other critical assets, as well as violence in the workplace, intelligence, counterintelligence, anti-terrorism missions, and related matters of special sensitivity to Oak Ridge and supported Sites. AMSSEM administers the safeguards and security and emergency management programs for ORO, including industrial security, physical security, information security, nuclear materials control and accountability, nuclear materials management, personnel security, classification, export control, foreign ownership control and influence (FOCI), foreign visits and assignments, and administration of the protective services contract. AMSSEM also orchestrates and implements ORO's program and plans for responding to emergencies, including (but not limited to) devising appropriate communications systems, periodically performing exercises and drills, implementing the Lead Federal Manager concept, and delineating roles and responsibilities during activation of the ORO Emergency Operations Center (EOC). In addition, AMSSEM works with the Planning and Budget Division to ensure adequate resources for emergency management and security are identified in contractor budget proposals. AMSSEM reviews contracts to ensure appropriate directives and clauses are included, and provides security and emergency management evaluations relevant to the performance of prime contractors.

3.2 The Assistant Manager (AM) and Deputy AM perform the following functions:

- a. The AM is an active member of the Federal Bureau of Investigation's Joint Terrorism Task Force and the U. S. Attorney's Anti-Terrorism Advisory Committee. The AM is the primary ORO coordinator with the local Counterintelligence Office.
- b. The Deputy AM is the primary coordinator for budgetary matters for the organization.

- c. The Deputy AM is the AMSSEM lead for the AMSSEM requirements in the Science Management System (SCMS).

The AMSSEM mission is discharged through the:

- a. Access Authorization Branch (see 3.3);
- b. Security Oversight and Support Branch (see 3.4);
- c. Materials Control and Accountability and Information Security Branch (see 3.5); and
- d. Emergency Management Team (see 3.6).

3.3 Access Authorization Branch

- a. Administers the program for determining the eligibility of DOE, contractor, and subcontractor personnel for access authorizations. Processes clearance requests to the investigative agencies, (Office of Personnel Management and the Federal Bureau of Investigation) for supported Federal employees and support contractors; Oak Ridge National Laboratory; Lawrence Berkley National Laboratory; Thomas Jefferson Laboratory; SLAC National Accelerator Laboratory; Oak Ridge Associated Universities; East Tennessee Technology Park; and United States Enrichment Corporation (Portsmouth, Ohio; Paducah, Kentucky; and Washington, D.C.). Processes requests for access authorizations by reciprocity. Performs case adjudications and processes personnel security cases through the Administrative Review process.
- b. Administers the Program for Homeland Security Presidential Directive-12 (HSPD-12) badges.
- c. Administers the program for designating critical positions and certifying employees under the Human Reliability Program.
- d. Maintains liaison with Office of Counterintelligence and other Federal investigative and law enforcement agencies on personnel security matters.
- e. Processes unclassified and classified visits. Evaluates and concurs with procedures for the security control of personnel at ORO contractor facilities, including the level of clearances and the degree of escort control required.
- f. Processes foreign visits and assignments. Approves official foreign travel by cleared personnel; and approves visits by individuals that are not United States citizens to DOE facilities.
- g. Processes ORO Sensitive Compartmented Information clearance requests.

- h. Administers the granting of weapons authorization by the AMSSEM, on behalf of the ORO Manager.
- i. Develops and executes a Security Education Awareness Program for ORO employees and develops guidelines for all contractor programs and assures their compliance.
- j. Serves as the COR for the Information/Personnel Security Contract.

3.4 Security Oversight and Support Branch

- a. Administers the overall industrial and physical security programs for ORO and its contractors and subcontractors; sites and laboratories supported under the Science Integrated Support Center (ISC); reindustrialization activities; the Portsmouth/Paducah Project Office (PPPO); the Office of Scientific and Technical Information; and the United States Enrichment Corporation's American Centrifuge Project. Provides Security advice and assistance on all aspects of security to supported programs and/or Site Offices.
- b. Develops policies, procedures, Technical Standards, and criteria for the physical security of classified information, computers, materials, equipment, facilities, and for the physical protection of SNM.
- c. Develops and coordinates physical security operations for the procurement, storage, or disposal of classified equipment or materials.
- d. Provides facility security oversight, which includes facilitating the development, reviewing and validation of site Safeguards and Security plans (SSSPs), site security plans (SSPs) and other security plans; reviews risk and vulnerability assessments; coordinates security issues; and conducts site assistance visits.
- e. Evaluates engineering proposals, drawings, and specifications for new construction or major alterations to existing structures to assure compliance with security policies and Technical Standards.
- f. Establishes and implements procedures for the security control of personnel at ORO Federally-occupied facilities, including the degree of escort control required.
- g. Approves the selection, installation, and use of physical security systems, and develops emergency contingency plans to meet Safeguards and Security threats.
- h. Provides expert advice and assistance to custodians of ORO's Sensitive Compartmented Information Facilities and/or Special Access Program facilities.
- i. Serves as Contracting Officer's Representative (COR) for ORO's protective services contract. Oversees ORO contractors' protective force activities.
- j. Manages the Federal Building Complex (FBC) Security Program including the FBC Security Plan; serves as Contract Technical Monitor to oversee and

manage the contract relationship with the Oak Ridge Protective Force; conducts liaison with military agencies and law enforcement agencies under mutual assistance programs; and provides the chairperson for the FBC Security Working Group. Provides advice to the Information Resources Management Division on physical security-related programs for the FBC.

- k. Provides advice and assistance with contractor performance programs, in establishing and executing effective Safeguards and Security programs.
- l. Administers the Safeguards and Security survey program, conducting possessing and non-possessing facility surveys of facilities with security interest that assesses the effectiveness of physical protection and other security measures designed to prevent the theft or unauthorized disclosure of classified information and the diversion of SNM. Reviews, monitors, and validates closure of corrective actions resulting from survey findings.
- m. Administers the FOCI Program including coordination, review, and approval of FOCI packages; provides initial FOCI determinations, annual certification, and five-year redeterminations. Tracks key management personnel for contractors and their subsidiaries. Provides FOCI determinations for Nuclear Regulatory Commission (NRC) licensees.
- n. Administers the Facility Clearance Program for the receipt, possession, and use of classified matter and SNM by laboratories, universities, architect-engineers, vendors, industrial participants, and others.
- o. Serves as ORO Alternate Technical Surveillance and Countermeasures (TSCM) Program Manager.
- p. Administers the ORO Safeguards and Security Training Approval Program.
- q. Administers and maintains the automated Safeguards and Security Information Management System (SSIMS) for Oak Ridge security interests. This Departmental system registers all security interests and records essential information such as security surveys (including tracking findings and corrective actions to resolution), deviations from security requirements, classified mailing addresses, and type and level of security interests approved for a facility.

3.5 Materials Control and Accountability (MC&A) and Information Security Branch

- a. Maintains a comprehensive MC&A Program for activities under ORO (including supported Office of Science Site Offices) in conformity with Departmental requirements. Develops guidelines for the control and accountability of source, special, and other designated nuclear materials.
- b. Approves the facility-specific MC&A plans and procedures, assuring their consistency with DOE Policy and their adequacy in providing effective control and accountability of materials.

- c. Reviews current and contemplated plans for the use of nuclear and other designated sensitive materials to ensure plans provide protection for Government-owned materials through proper MC&A practices.
- d. Coordinates and leads special MC&A reviews of ORO facilities to ensure operating contractors maintain effective systems for the control and accountability of nuclear materials.
- e. Directs, coordinates, and participates in special studies to develop local, and DOE-wide, MC&A policies and procedures. Maintains liaison with technical consultants and DOE contractors to ensure technological advances are incorporated in ORO MC&A policies and programs.
- f. Analyzes reports of material discards, inventory differences, material losses, shipper-receiver differences, and other MC&A anomalies; evaluates the validity and appropriateness of contractor actions; and recommends changes to MC&A plans, procedures, and practices, as required.
- g. Serves as ORO Point of Contact for International Atomic Energy Agency (IAEA) activities at ORO facilities conducted under the United States IAEA Agreement, responding to requests from the National Nuclear Security Administration for support/participation.
- h. Reviews and approves proposed protocols for representatives of the IAEA to access ORO facilities and receive information to fulfill United States obligations under the Nuclear Nonproliferation Treaty.
- i. Implements the Nuclear Materials Management Program for ORO and supported Sites/facilities to provide lifecycle management of accountable nuclear materials from production to disposition.
- j. Participates in special studies to develop DOE-wide Nuclear Materials Management policies and procedures. Serves as the ORO point of contact for the National Strategic Plan for Management of Nuclear Materials.
- k. Administers the ORO Incidents of Security Concern (IOSC) Program with oversight of ORO contractor IOSC Programs, including developing local procedures to implement DOE IOSC Policy and Directives; reporting incidents of security concern to DOE HQ; conducting inquiries into IOSCs; reviewing contractor inquiry reports; submitting monthly IOSC statistics to DOE HQ; entering IOSC data into the HQ SSIMS; analyzing, tracking and trending IOSC's to identify systemic problems, determine the validity of corrective actions, and to disseminate lessons learned; appointing inquiry officials, and providing guidance and assistance to contractor Inquiry Officials; and evaluating the effectiveness of security infraction programs; and conducting IOSC self-assessments.
- l. Administers the Classified Matter Protection and Control (CMPC) Program for ORO Federally-occupied facilities and provides oversight of the ORO contractor CMPC Programs, including establishing procedures and guidelines to assure the protection and control of classified matter, including matter that is determined to be accountable; conducting technical reviews of contractor CMPC procedures, training/briefing modules, and security plans; interpreting

security directives; conducting, evaluating CMPC self-assessments to identify deficiencies, required corrective actions, and to ensure compliance with DOE Directives; and developing and conducting CMPC training briefings for ORO and contractor personnel included in the Federally-occupied CMPC Program.

- m. Administers the ORO TSCM Program with oversight of ORO contractor TSCM Programs, including developing the ORO TSCM Plan; approving ORO contractor TSCM plans; submitting required TSCM reports to the HQ TSCM Program Manager; approving requests for TSCM support; approving and distributing TSCM-related reports to contractors; closing TSCM findings in the HQ SSIMS; developing TSCM awareness material; and conducting a TSCM self-assessment to identify deficiencies, required corrective actions, and to ensure compliance with DOE and Counterintelligence directives.
- n. Serves as the Field Element Classification Officer for ORO to manage the field element classification and unclassified Controlled Nuclear Information (UCNI) programs. Directs and manages the ORO and contractor Classification Program for ORO's broad spectrum of responsibilities; provides classification advice to ORO staff and contractor Classification Officers; participates in classification studies, directs appraisals of contractors; and participates in reviews of information program security.
- o. Provides guidance and assistance to ORO Managers involved in DOE supported/funded health studies, Medical Surveillance Programs, and the Energy Employees Occupational Illness Compensation Program, including developing and briefing security plans to ORO and contractor personnel and interacting with Federal, State and Local personnel to ensure DOE requirements are implemented for the protection and control of classified and sensitive information.
- p. Serves as the Field Element Classification Officer for the American Centrifuge Program operated by the United States Enrichment Corporation (USEC). USEC is a private company operating under an Access Authorization issued by ORO for the Office of Nuclear Energy, and a license from the NRC.
- q. Serves as the Field Element Classification Officer for the PPPO.
- r. Serves as the Federal Classification Officer for the NRC for Global Laser Enrichment.
- s. Reviews classification guides and recommends modifications, as necessary, to assure protection against the compromise of classified information. As needed prepares local classification guidance that is more detailed and tailored to the needs of the field element.
- t. Trains and appoints derivative classifiers and UCNI Reviewing Officials; conducts classification education for ORO; reviews documents for declassification; and coordinates and manages large-scale declassification reviews.
- u. Performs classification and declassification reviews and services for the Oak Ridge Complex.

- v. Provides export control audit and review services; and serves as central point of contact for export control with DOE HQ and other Federal agencies, including providing export control and international security guidance to line managers and other officials.
- w. Serves as Alternate COR for the ORO protective services contract.
- x. Provides guidance and assistance on the identification, marking, and protection of unclassified controlled information.

3.6 Emergency Management Team

- a. Establishes and coordinates the Oak Ridge Reservation (ORR) level emergency management program to ensure ORO is ready to respond promptly, efficiently, and effectively to an operational emergency involving ORR facilities, activities, or operations.
- b. Develops policy and coordinates program development for cross-cutting items.
- c. Provides technical assistance to line managers including reviewing contractor emergency management documents; corrective actions entered into the DOE Corrective Action Tracking System; assessing contractor emergency management programs; providing support in the areas of planning, conducting, and evaluating exercises; and conducting annual self-assessments for assigned Site Offices as needed.
- d. Integrates emergency public information into the emergency management program through close coordination with the Public Affairs staff.
- e. Integrates the Lead Federal Manager roles and responsibilities into the ORR Emergency Management Program.
- f. Serves as the primary liaison for coordination with the Y-12 Site Office, State of Tennessee Emergency Management Agency, Lead Program Secretarial Offices, and the HQ Office of Emergency Operations.
- g. Manages operation of and ensures readiness of ORR-level response elements and their implementing procedures. These response elements include the Oak Ridge Operations Center, ORO EOC, the ORR Joint Information Center, the Emergency Response Organization Notification System, and a geographic information system mapping system.
- h. Prepares and maintains the ORO-level Emergency Plan and its implementing procedures.
- i. Develops and coordinates the non-security emergency response agreements.
- j. Prepares the ORO consolidated Emergency Readiness Assurance Plan including conducting drills and exercises; identifying and tracking corrective actions and lessons learned from actual emergency responses, exercises,

evaluations, and assessments; and administering the Federal Emergency Response Organization including staffing, training, drills, exercises, and duty roster development and issuance.

- k. Manages and administers the FBC Emergency Management Program including preparing and maintaining the FBC Emergency Plan, building-specific emergency instructions, coordinating development of emergency posters, and administering the training and drill program for the FBC Evacuation Monitors and Senior Evacuation Monitors.
- l. Supports the SCMS by serving as the point of contact and Subject Matter Expert for development and maintenance of the Emergency Operations procedures.
- m. Provides support to assigned Site Offices and programs as part of the Science ISC.
- n. Manages and maintains the ORO Continuity Program to ensure primary mission essential functions continue to be performed during a wide range of emergencies including catastrophic events, including developing and maintaining the ORO Continuity of Operations (COOP) Plan and supporting line managers in establishing and maintaining contractor Continuity Programs and COOP Plans.
- o. Provides support to the DOE Radiological Assistance Program Region 2 in the development of procedures and checklists and conduct of assessments.