

Management System Description: Safeguards & Security

Subject Area: Information Security

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1.0 Introduction

This Information Security subject area description describes the information protection activities as they relate to the Environmental management Consolidated Business Center (EMCBC) and Small Sites missions. Information Security establishes security requirements for the protection and control of information and matter that is required to be classified, or controlled by statutes; regulations; Executive Orders; government-wide policies, directives, and guidelines; or Department of Energy policies and directives. This document and corresponding procedures applies to all EMCBC Federal staff and support service contractors who handle classified information, Unclassified Controlled Nuclear Information (UCNI) and Official use Only (OUO) Information.

Within the EMCBC, activities and matter involving classified information are conducted at Building 55, Denver Federal Center, Lakewood, Colorado. Accordingly, the operation of a Classified Matter Protection and Control Program (CMPC) is pertinent to the operations at Building 55, which provides three primary functions; storage of classified legacy documents, storage of unclassified documents pertaining to active litigation, and office space for operation of the EMCBC's Classification Program. Development and implementation of a CMPC Program is the responsibility of the Building 55 Facility Security Officer, with oversight of that task falling to EMCBC line management and ultimately, the Cognizant Security Office at Savannah River.

Normally, EMCBC supported Small Sites/Projects will ensure contractor compliance with Information Protection requirements through effective DOE oversight processes. EMCBC resources may be utilized to support the properly delegated line management oversight of DOE Site/Project Offices. One area of available support to Small Sites is the conduct of inquiries into security incidents involving the mishandling of sensitive materials and the potential or actual compromise of classified information, UCNI or OUO Information.

2.0 Contents

The table below lists the procedures specific to the EMCBC or the small site/project Federal Project Director or Field Element Manager (FPD/FEM) and outlines procedure content that will be utilized to support EMCBC and/or small sites/projects in performing their information protection activities. For a more detailed description of EMCBC Management System roles and

responsibilities, please see the EMCBC Functions, Responsibilities and Authorities Document (PD-411-01).

Procedures	Procedure Content
<p>1. Managing a Classified Matter Protection and Control (CMPC) Program</p>	<ul style="list-style-type: none"> • Details activities associated with the marking, mailing, reproduction, destruction, and storage of matter containing classified and controlled unclassified information (CUI) • Describes the process for maintaining a classified document accountability system
<p>2. Managing a Field Classification Program</p>	<ul style="list-style-type: none"> • Describes when a classification review is required, and how it is performed • Describes the classification review process, to include how the classification determination is communicated to the requestor • Describes the appointment and training of Authorized Derivative Classifiers, Authorized Derivative Declassifiers, and UCNI Reviewing Officials
<p>3. Managing a Site Operations Security (OPSEC) Program</p>	<ul style="list-style-type: none"> • Describes the process for identifying a site’s Critical Information, and periodic review of the Critical Information for continued relevance • Describes development and maintenance of a site OPSEC Plan, to include OPSEC awareness activities
<p>4. Implementing and Managing an Incident of Security Concern (IOSC) Program</p>	<ul style="list-style-type: none"> • Annual appointment(s) as an EMCBC Inquiry Official(s), and communication of this appointment to the Cognizant Security Authority • Receive notification of potential incident of security concern, and upon characterization as such, assignment of a local tracking number • Initial reporting notification of the incident in conformance with DOE O 470.4B
<p>5. Review and Release of</p>	<ul style="list-style-type: none"> • Provide requirements and responsibilities for

<p>Information</p>	<p>identifying classified and CUI</p> <ul style="list-style-type: none"> • Establish EMCBC requirements and responsibilities to ensure the organizational Scientific and Technical Information (STI) is appropriately identified, disseminated, preserved, and accessible to policy makers, the scientific and environmental communities, and the public within the boundaries of laws, regulations, Executive Orders, DOE requirements, and within EMCBC program needs and resources • Promote the consistent review of information prior to release to the public
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3.0 Exhibits and Forms

- [DOE F 470.1](#), Contract Security Classification Specification (CSCS)
- [DOE F 471.1](#), Security Incident Notification Report
- [DOE F 5639.3](#), Report of Security Incident/Infraction
- [Subject Area Indicators and Key Word List](#) for Restricted Data and Formerly Restricted Data

4.0 Related Information

- [Executive Order 13526](#), Classified National Security Information
- [DOD 5220.22-M](#), National Industrial Security Program Operating Manual

5.0 Requirements

Document	Title
10 CFR 1046	Physical Protection of Security Interest
DOE M 205.1-3	Telecommunications Security Manual (Official Use Only)
DOE O 241.1B ,	Scientific and Technical Information Management
DOE P 470.1A	Safeguards and Security Program
DOE O 470.4B	Safeguards and Security Program

DOE O 471.6	Information Security
DOE O 471.1B	Identification and Protection of Unclassified Controlled Nuclear Information
DOE O 471.3, Admin. Change 1	Identifying and Protecting Official Use Only Information
DOE M 471.3-1, Admin. Change 1	Manual for Identifying and Protecting Official Use Only Information
DOE O 472.2	Personnel Security
DOE O 473.3	Protection Program Operations
DOE O 475.2A	Identifying Classified Information
NISP	National Industrial Security Program

6.0 Definitions

[Definitions](#)
