

Management System: Safeguards & Security

Subject Area: Personnel Security

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1.0 Introduction

This subject area establishes a structured and uniform approach used by the Environmental Management Consolidated Business Center (EMCBC) for obtaining a personnel security clearance. The basis of this program is the [P.L. 83-703 \(68 Stat. 919\)](#), *Atomic Energy Act of 1954* (as amended), which provides statutory authority for establishing and implementing a DOE security program for controlling access to classified matter and Special Nuclear Material (SNM). It describes the procedures used by the EMCBC when coordinating with the Personnel Security Servicing Office (PSSO) for establishing the criteria and methods for resolving questions of eligibility of individuals for access. In accordance with a Memorandum of Agreement between the Savannah River Operations Office and the EMCBC, Savannah River's Personnel Security Office performs the role of PSSO.

This subject area also addresses the processes for providing and receiving required security awareness briefings, obtaining an HSPD-12 credential (DOE security badge), and obtaining approval to engage in a classified visit and to access SIGMA information and matter.

2.0 Contents

The table below is a listing of the Procedures used to implement the Personnel Security requirements applicable to the EMCBC.

Procedures	Procedure Content
1. Requesting an Access Authorization	<ul style="list-style-type: none">• Determine if an Access Authorization is needed.• Provide adequate justification.• Enter information into Electronic Questionnaire Information Portal (e-QIP).• Ensure additional required forms are filed.• Review and release for background investigation.
2. Maintaining Security Awareness	<ul style="list-style-type: none">• Conduct new employee Initial Briefing.• Conduct Comprehensive Briefing.• Conduct Refresher Briefing annually.

	<ul style="list-style-type: none"> • Conduct Termination Briefing.
<p>3. Implementing the Homeland Security Presidential Directive (HSPD-12)</p>	<ul style="list-style-type: none"> • Initiate Background Investigation. • Verify personal information and authorize through sponsorship. • Enroll individual into the USAccess System. • Adjudicate by PSSO after receipt of investigation. • Submit for badge production or notify for appeals process if denied. • Notify employee. • Accredite and issue badge.
<p>4. Requesting Approval of Classified Visits and SIGMA Access</p>	<ul style="list-style-type: none"> • Verify Clearance using Central Personnel Clearance Indexing System or Visitor Access Data Base (VADB). • Complete forms and submit to appropriate site. • Maintain Administrative Records Schedule.

3.0 Exhibits/Forms

- [DOE F 472.1](#), A Summary of Your Rights Under the Fair Credit Reporting Act of 1970
- [DOE F 5631.18](#), Security Acknowledgement Form
- [DOE F 5631.20](#), Request for Visit or Access Approval
- [DOE F 5631.29](#), Security Termination Statement
- [Standard Form 87, Fingerprint Card for Federal Employees](#)
- [Standard Form 312](#), Classified Information Nondisclosure Agreement
- SF 253, U.S. DOE Savannah River Operations Office Security Clearance Request/Justification/Access/Badge/Request Form [\(Page 1\)](#) [\(Page 2\)](#)

4.0 Related Information

- [P.L. 83-703 \(68 Stat. 919\)](#), Atomic Energy Act of 1954 (as amended)
- [DOE P 470.1A](#), Safeguards and Security Program
- [DOE O 470.4B](#), Safeguards and Security Program
- [DOE N 206.4](#), Personnel Identification Verification
- [Executive Order 12333](#), United States Intelligence Activities
- [Executive Order 12829](#), National Industrial Security Program
- [Executive Order 12958](#), Classified National Security Information, (as amended)
- [Executive Order 12968](#), Access to Classified Information

- [FD-258](#), Fingerprint Card for Contractors
- [Federal Information Processing Standards \(FIPS\) Publications](#)
- [Form I-9](#), Employment Eligibility Verification
- [GSA USAccess System](#)
- [Homeland Security Presidential Directive -12 \(HSPD-12\)](#), Policy for a Common Identification Standard for Federal Employees and Contractors
- [OMB Optional Form \(OF\) 306](#), Declaration for Federal Employment
- [OMB Optional Form \(OF\) 612](#), Optional Application for Federal Employment or resume
- [Presidential Decision Directive/NSC -12](#), Security Awareness and Reporting of Foreign Contacts
- [Standard Form \(SF\) 85](#), Questionnaire for Non-Sensitive Positions
- [Standard Form \(SF\) 86](#), Questionnaire for National Security Positions
- [U.S. Office of Personnel Management, e-Qip](#) Web site
- [Weapons Data](#) (SIGMA Category Definitions)

5.0 Requirements

Document	Title	Requirement Decision Record
10 CFR 710	Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material	
DOE N 206.4	Personal Identity Verification	
DOE O 472.2	Personnel Security	
E.O. 13467	Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information	
P.L. 83-703 (68 stat. 919)	The Atomic Energy Act of 1954	

6.0 Definitions

[Definitions](#)