

**Management System:** Safeguards and Security

**Subject Area:** Program Management and Support

## **Procedure 4: Appointing a Facility Security Officer**

**Issue Date:**  
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**Lead Subject Matter Expert:**  
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**Management System Owner:**  
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### **1.0 Applicability**

This procedure applies to EMCBC and small site Federal employees involved in the coordination of facility approval and registration activities with the Cognizant Security Authority (CSA)/Cognizant Security Office (CSO). All contractor organizations requiring a facility clearance (FCL) must appoint a FSO who possesses a DOE personnel security clearance at the same or higher level than the facility clearance.

### **2.0 Required Procedure**

<b>Step 1</b>	The facility/contract management organization appoints a U.S. citizen employee of their staff to serve as the organization's FSO. The designation of a FSO is a required element in obtaining a facility clearance (FCL).
<b>Step 2</b>	If not already in possession of a personnel security clearance equivalent to the level of the FCL, a personnel security clearance at the appropriate level must be requested.
<b>Step 3</b>	If not previously accomplished, the FSO completes security training provided by the DOE's National Training Center within one year of appointment. As a minimum, the FSO Orientation Course, PHY-210DB, must be completed.
<b>Step 4</b>	The FSO is identified on the Facility Data and Approval Record (FDAR) maintained in the Safeguards and Security Information Management System (SSIMS)

### **3.0 References**

- [DOE O 470.4B, Safeguards and Security Program](#)
- [DOE F 470.2, Data Facility and Approval Record \(FDAR\)](#)

#### 4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime, Non-Permanent or N/A)</b>
ADM 18-08	Protection Program Administrative Records	Office of Technical Support & Asset Management	NA