

Management System: Safeguards and Security

Subject Area: Information Security

Procedure: Managing a Classified Matter Protection and Control (CMPC) Program

**Issue Date &
Revision Number:**
03/05/2013 0

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1.0 Applicability

This procedure is applicable to all Environmental Management Consolidated Business Center (EMCBC) Federal and contractor personnel with responsibilities for implementing and overseeing a DOE CMPC Program.

2.0 Required Procedure

This procedure identifies the steps for processing appointments of CMPC Points of Contact (POCs) at DOE EMCBC facilities; reviewing, revising, and approving locally developed EMCBC CMPC procedures and training/briefing materials and approving contractor CMPC procedures and training/briefing materials. The CMPC Program establishes security requirements for the protection and control of information and matter that is required to be classified or controlled by statutes, regulations, or DOE Directives. This includes classified matter, and Controlled Unclassified Information (CUI).

	Appointing a CMPC Officer
Step 1	DOE EMCBC Classification Officer receives CMPC POC appointment documentation from EMCBC Contractor facilities (including the contractor supporting the EMCBC Classification Office). Appointment documentation can be informal (i.e., email) or formal (i.e., letter from the EMCBC Contractor's Security Manager). Changes to Contractor CMPC POCs are received in the same manner.
Step 2	DOE EMCBC updates the contractor CMPC POC listing.
	Reviewing and Revising EMCBC Field CMPC Procedures and Briefing Materials
Step 3	On an annual basis, DOE EMCBC contractors CMPC POC performs a review of the Information Security Order/Manual to identify changes in the

	requirements.
Step 4	The DOE EMCBC contractor CMPC POC makes any necessary changes to locally developed CMPC procedures and training/briefing materials.
Step 5	The DOE EMCBC contractor submits the changes to DOE EMCBC Classification Office for approval.
Step 6	a. If the changes are not approved, the DOE EMCBC contractor makes revisions and resubmits to DOE EMCBC Classification Officer for approval. b. If the changes are approved, contractor updates the revised CMPC procedures and training/briefing materials locally and conducts performance tests to ensure changes have been incorporated and are working.
Step 7	DOE EMCBC Classification Office maintains a hard copy of the revised CMPC procedures and training/briefing materials.
	<u>Approving EMCBC Field CMPC Procedures and/or Training/Briefing Materials</u>
Step 8	Upon receipt, the EMCBC Classification Officer reviews the EMCBC Contractor CMPC procedures and training/briefing materials.
Step 9	a. If there are no comments, the EMCBC Classification Office prepares a letter of approval for the DOE EMCBC Classification Officer signature and once signed, it is transmitted to the contractor's Security Manager. b. If there are comments, the EMCBC Classification Office coordinates the comments with the Contractor CMPC POC for resubmission and approval. Substantial comments are routed back through the EMCBC Classification Office for signature and transmission to Contractor's Security Manager.

3.0 References – Forms/Attachments/Exhibits

None

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:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 18-01-A3	Classified Documents Administrative	Office of Technical Support & Asset	N/A

	Correspondence - Classification Procedures including training and briefing materials	Management	
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EMCBC RECORD OF REVISION

DOCUMENT TITLE: Managing a Classified Matter Protection and Control (CMPC) Program

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	N/A 1 st Edition to meet EMCBC MS needs.	N/A	3/28/13

This procedure was developed in coordination with the EMCBC Classification Office and the Performance Assurance Team.