

Management System: Safeguards and Security

Subject Area: Program Management and Support

Procedure: Appointing a Facility Security Officer

**Issue Date and
Revision Number:**
09/10/2012 0

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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

Step 1	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).
Step 2	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.
Step 3	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.
Step 4	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 – Forms/Attachments/Exhibits

Form

- 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:

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

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Appointing a Facility Security Officer (FSO)

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	Initial Procedure		9/10/12