

**Management System: Safeguards and Security****Subject Area: Program Management and Support****Procedure: Developing, Reviewing and Approving Site Security Plans (SSPs)****Issue Date and Revision Number:**

12/03/2015

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**1.0 Applicability**

This procedure applies to EMCBC and small sites personnel responsible for the creation, maintenance and approval coordination of Site Security Plans (SSPs).

**2.0 Required Procedure**

<b>Step 1</b>	The facility/contractor security organization creates a SSP in accordance with the requirements of DOE O 470.4B, Safeguards and Security Program. The SSP is submitted through the EMCBC to the Cognizant Security Authority (CSA)/Cognizant Security Office (CSO) for review and approval. SSP's developed for sites or projects which, due to their very limited security interests and activities, do not warrant registration in the Safeguards and Security Information Management System (SSIMS) are approved by local DOE Management.
<b>Step 2</b>	Resolution of comments from local DOE Management, the EMCBC, or the CSA/CSO is accomplished by the submitting organization, and when the resolution process is complete, the revised SSP is re-submitted to the approving authority.
<b>Step 3</b>	The SSP is used as the baseline documentation for S&S activities at the facility.
<b>Step 4</b>	The SSP is reviewed by the organization's security subject matter expert (SME) to determine if revisions are warranted on an annual basis, and is otherwise revised whenever changes to the facility's security assets or security environment dictate the need for revision.

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

- DOE O 470.4B Admin Change 1, Safeguards and Security Program

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the originating office in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>Quality Records Classification (Lifetime or Non-Permanent)</b>
ADM 18-08.5	Master Safeguards and Security Agreements/Security Plans	Office of Technical Support & Asset Management	N/A

**EMCBC RECORD OF REVISION**

DOCUMENT TITLE: **Developing Reviewing and Approving Site Security Plans (SSP's)**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial document for MSD	N/A	09/10/12
1	Updated document with new identifier numbers.	All	12/03/15
	Eliminated phrase or "Site Safeguards and Security Plans (SSPS) from document title.	1	
	Removed the second sentence from the paragraph in Section 1.0 which referred to Site Safeguards and Security Plans	1	