

**Management System: Safeguards and Security****Subject Area: Program Management and Support****Procedure: Appointing a Facility Security Officer (FSO)****Issue Date and Revision Number:**

1/11/2016

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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 – Forms/Attachments/Exhibits

#### 3.1 Forms

- DOE F 470.2, Data Facility and Approval Record (FDAR)

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management (OTSAM) 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	Protection Program Administrative Records	OTSAM	N/A

\*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Appointing a Facility Security Officer (FSO)**

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.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial Procedure		08/23/12
1	Minor revisions primarily to satisfy format changes.	All	1/11/2016