

Management System: Safeguards and Security

Subject Area: Program Management and Support

**Procedure: Establishing Access
Authorizations for Key Management
Personnel and Exclusion**

Issue Date and Revision Number:

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1.0 Applicability

This procedure is applicable to personnel who award/administer contracts requiring personnel security clearances (access authorizations) and facility clearances, and to security personnel who coordinate the processing of those clearances through the Cognizant Security Office (CSO), the Savannah River Operations Office.

2.0 Required Procedure

Prior to the issuance a facility security clearance (FCL) requiring personnel security clearances (access authorizations), certain officials, referred to as Key Management Personnel (KMP), must possess personnel security clearances, or be in the process of obtaining personnel security clearances, commensurate with the level of the FCL. Depending upon the company/organization's business structure, KMP may include owners, officers, directors, partners, regents, trustees, and executive staff.

NOTE: DOE Acquisition Regulations prohibit the award of a classified contract until a FCL has been granted and issued. A company/organization's KMP are identified in the Foreign Ownership, Control, or Influence (FOCI) package submitted by an entity-seeking award of a classified contract.

Step 1	As the CSO, the Savannah River Operations (SRO) Office identifies those KMP requiring personnel security clearances, and determines which KMP members already possess the appropriate clearance.
Step 2	Upon notification that specific individuals, in their capacity as a member of the KMP cadre, require a clearance, the EMCBC security specialist prepares a SR-

	253 Clearance Request Form, and submits the form to the SRO Personnel Security function. If a KMP member has an active clearance in connection with other contracts, a clearance extension may be the action requested via the SR-253 Form.
Step 3	For KMP members who do not require personnel security clearances, SRO may request that the company/organization submit formal resolutions of exclusion issued by the governing body.

3.0 References – Forms/Attachments/Exhibits

None

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:

Records Category Code	Records Title	Responsible Organization	Quality Records Classification (Lifetime or Non-Permanent)
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: Establishing Access Authorizations for Key Management Personnel and Exclusion**

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.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Procedure		08/23/12
1	Minor revisions primarily to satisfy format changes.	All	1/25/16