

Management System: Safeguards and Security

Subject Area: Information Security

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

Issue Date and Revision Number: 1/25/2016 1	Lead Subject Matter Expert: Jill McLaughlin	Management System Owner: Ken Armstrong
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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 or overseeing a Department of Energy (DOE) CMPC Program.

2.0 Required Procedure

This procedure identifies the steps for processing appointments of CMPC Points of Contact (POC) at the 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 information and matter, and Controlled Unclassified Information (CUI).

	Appointing a CMPC POC:
Step 1	The DOE EMCBC Classification Officer receives CMPC POC appointment documentation from the EMCBC Contractor facilities (including the Contractor supporting the Denver Federal Center (DFC) Building 55 EMCBC Classification Office) which includes a brief description of the POC experience or training related to CMPC. Appointment documentation can be informal (i.e. an email) or formal (i.e. a letter from the EMCBC Contractor’s Security Manager). Changes to Contractor EMPC POCs are handled in the same manner.

	Reviewing and Revising the EMCBC Field CMPC Procedures and Briefing Materials.
Step 1	The CMPC POC is required to stay current on CMPC policy, to include DOE Directives, public, laws and regulations, and any Executive Orders or Presidential Decision Directives affecting CMPC requirements. On an annual basis, the DOE EMCBC Contractor's CMPC POC should perform a review of the Information Security Order/Manual to identify changes in the requirements. The results of the review are reported to the EMCBC Classification Office.
Step 2	The DOE EMCBC Contractor's CMPC POC makes any necessary changes to the locally developed CMPC procedures and training/briefing materials.
Step 3	The DOE EMCBC Contractor submits the changes to the DOE EMCBC Classification Office for approval.
Step 4	<ul style="list-style-type: none"> a. If the changes are not approved, the DOE EMCBC Contractor makes revisions and resubmits to the DOE EMCBC Classification Officer for approval. b. If the changes are approved, the 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 5	The DOE EMCBC Classification Office maintains a hard copy of the revised CMPC procedures and training/briefing materials.

	Approving EMCBC Field CMPC Procedures and/or Training/Briefing Materials.
Step 1	Upon receipt, the EMCBC Classification Officer reviews the EMCBC Contractor CMPC procedures and training/briefing materials.
Step 2	<ul style="list-style-type: none"> 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. Revisions are routed back through the EMCBC Classification Office for signature and transmission to the Contractor's Security Manager.

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 18-01-A3	Classified Documents Administrative Correspondence – Classification Procedures including training and briefing materials	OTSAM	Non-Permanent

*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: Managing Responsibilities for a Classified Matter Protection and Control (CMPC) Program**

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		3/28/13
1	Minor revisions primarily to satisfy format changes and improve wording.	All	1/25/16