

**Management System: Safeguards and Security**

**Subject Area: Information Security**

# **Procedure: Implementing and Managing an Incident of Security Concern (IOSC) Program**

**Issue Date and Revision Number:**

12/3/15

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**Lead Subject Matter Expert:**

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**Management System Owner:**

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## **1.0 Applicability**

This procedure applies to EMCBC Federal and contractor personnel involved in the implementation and oversight of the EMCBC Incident of Security Concern (IOSC) Program. IOSC Program activities are predominantly pertinent to and conducted at the EMCBC's Building 55 Facility.

## **2.0 Required Procedure**

This procedure addresses appointment of Inquiry Officials, reporting security incidents, conducting inquiries, and correcting identified root and/or secondary causes for the incident.

<b>Step 1</b>	The EMCBC Director appoints an EMCBC Federal or contractor employee to serve as the standing Inquiry Official. In response to a specific incident, the Director may appoint another individual to function as the Inquiry Official. All appointees should have previous inquiry/investigative experience, or have completed inquiry training offered by the DOE National Training Center. Appointment as an Inquiry Officer is made in writing.
<b>Step 2</b>	Once categorized as an IOSC, reporting, including any required initial notification, is completed in accordance with DOE O 470.4B, Attachment 5, Incidents of Security Concern.
<b>Step 3</b>	Category A incidents will be reported to the Cognizant Security Office (CSO). The final closure report will be submitted to the CSO, for closeout via the Safeguards and Security Information Management System (SSIMS).
<b>Step 4</b>	Category B incidents will be tracked and closed out locally, provided there are

	no classified handling requirements associated with the incident's details, the inquiry, or subsequent corrective actions.
<b>Step 5</b>	As warranted by the inquiry report's conclusions, corrective actions will be developed, tracked, and closed.

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

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

#### 3.2 Form

- DOE F 471.1, Security Incident Notification Report

### 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 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 18-11.3	Incident of Security Concern Inquiry/Investigation Files	Office of Technical Support & Asset Management	N/A

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Implementing and Managing an Incident of Security Concern (IOSC) 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.

<b><u>Rev. No.</u></b>	<b><u>Description of Changes</u></b>	<b><u>Revision on Pages</u></b>	<b><u>Date</u></b>
0	N/A 1st Edition to meet EMCBC MS needs.	N/A	8/23/12
1	Updated document with new identifier numbers.	All	12/3/15