



NONPOSSESSING SECURITY PLAN

THIS DOCUMENT OUTLINES THE SECURITY RESPONSIBILITIES OF (COMPANY NAME)

WITH IT'S PRINCIPAL OFFICE AND PLACE OF BUSINESS AT (STREET, CITY, STATE AND ZIP CODE)

DOING BUSINESS AT (ADDRESS)

The provisions of our contract with the Department of Energy (DOE) or DOE subcontractor does not require our company to receive, store, transmit, or originate classified information within our facility (ies). This company's personnel will, however, have authorized access to classified information at approved DOE facility(ies). The DOE security clearances granted our personnel have been issued by DOE ORO for work within DOE ORO facilities.

We understand our company will be responsible for ensuring that the following security requirements are met:

- ◆ Initial, Comprehensive, and Annual Refresher briefings are conducted and documented as required by DOE Order 470.1 and that the SF-312, Classified Information Nondisclosure Agreement Form, is signed and processed prior to any access to classified information.
- ◆ Termination briefings are conducted and documented in accordance with DOE Order 470.1 for all cleared personnel leaving our employment, losing their clearances, or no longer requiring a clearance and termination statements are forwarded to ORO through the prime contractor, if applicable. DOE badges from the employee are recovered and returned to the issuing badge office. Unrecovered and lost badges will also be reported to the issuing badge office.
- ◆ DOE is notified 45 days in advance of any planned foreign travel to sensitive countries by DOE-cleared individuals. Required foreign travel briefings and debriefings are conducted as required.
- ◆ Provide assistance for personnel security clearance requests to ensure accurate completion. Provisions of The Privacy Act are met when handling and mailing/delivering completed personnel security clearance request documents.
- ◆ Cleared company personnel are apprized of and comply with the personnel clearance reporting requirements.
- ◆ All DOE Government property in the company's possession is protected in accordance with DOE 5632.1C-1, Protection and Control of Safeguards and Security Interests, of 7/15/94 and DOE Manual 5632.1C-1, Change 1, of April 10, 1996. The property control security plan is developed and sent to DOE for formal approval, if the company becomes responsible for more than \$5 million in Government property.
- ◆ Any subcontractor, subbidder, individual, or organization which will provide supplies or services which will involve access to classified information, must have the appropriate DOE facility clearance.
- ◆ Foreign national employees are not placed in a position to exercise control or influence over properly cleared U.S. citizens who have been granted access to DOE classified information or significant quantities of special nuclear material.
- ◆ Reporting requirements of the contract clause, DOE Acquisition Regulation (DEAR) 952.204-74, entitled, "Foreign ownership, control, or influence over contractor," are complied with.
- ◆ Document and submit for approval, as required by DOE Order, if automatic data processing (ADP) functions with DOE or DOE contractor information, are to be performed.
- ◆ Procedures are developed describing internal company processes for performing functions to accomplish each of the items above. Inform company personnel of their individual responsibilities in executing and supporting these procedures.
- ◆ Company employees will be familiar and comply with security procedures at sites where classified work is being performed.

As a nonpossessing facility, designated representatives of DOE responsible for inspections are required to inspect every five years the procedures, methods, and facilities utilized by the company in complying with the requirements of the terms and conditions of the DOE Orders. The company shall assist by providing necessary documentation for review. Should DOE, through its authorized representative, determine the company's security methods, procedures, or facilities do not comply with such requirements, it shall submit a written report to the company advising of the deficiencies.

CERTIFICATIONS

I have been designated Facility Security Officer and will be responsible for ensuring the above requirements are complied with.

PRINTED NAME

SIGNATURE

DATE

The management representative undersigned certifies that the Facility Security Officer has been given the resources and management support needed to accomplish the above. A new Nonpossessing Security Plan will be executed if a new Facility Security Officer is appointed.

CERTIFIED BY (PRINTED NAME)

TITLE

SIGNATURE

DATE