

# OFFICE OF SECURE TRANSPORTATION

## POLICY NUMBER: 1.17B

**TITLE:** Performance Assurance Program

**EFFECTIVE DATE:** 9 August 2006

**PURPOSE:** Establish guidelines for the development and implementation of a Performance Assurance Program (PAP).

**SCOPE:** All Offices, Divisions and Commands of the Office of Secure Transportation (OST) and contractors while in support of OST operations shall comply with this policy.

**PROPONENT:** Safety, Security and Emergency Management Division (SSEMD) / Security Branch (SB)

**REFERENCES:** DOE M 470.4-1 Chg 1, *Safeguards and Security Program Planning and Management*, dated 3-7-06

*Revision Notes: Updated manual reference. Updated responsibilities and requirements due to change in PAP administration. This policy supersedes Policy 1.17A.*

## POLICY

### 1. General Information

- a. The PAP is used to validate the performance of all essential Safeguards & Security (S&S) protection elements, to identify needed training and to provide training to Federal Agents.
- b. Essential elements of the Transportation Safeguards System (TSS) shall be identified and incorporated in the PAP.
- c. Validation criteria will be established to verify the performance of the identified essential elements.
- d. Federal Agents must be performance tested both individually and in small tactical units.
- e. Program management administration of the PAP is assigned to the Office of Support (OS)/SSEMD/SB.

### 2. Responsibilities

- a. The OST Assistant Deputy Administrator (ADA) is responsible:
  - (1) To ensure that an effective PAP is instituted to plan, conduct and follow-up performance assurance tests.
  - (2) To provide adequate personnel and resources to properly administer and manage the performance assurance program.
- b. The Office Managers are responsible for the implementation of this policy for the areas of their purview.
- c. Manager, Office of Mission Operations (OMO) is responsible for:
  - (1) Developing criterion for performance tests that are relevant to the OMO critical element(s).
  - (2) Insuring performance tests are conducted at each facility.
  - (3) Creating and publishing an annual schedule of performance tests.
  - (4) Providing the results of performance tests to SB in accordance with the PAP.
  - (5) Providing safety equipment required for observation of performance tests as needed.

- d. Manager, OS is responsible for:
  - (1) Developing criterion for performance tests that are relevant to the OS critical element(s).
  - (2) Insuring performance tests are conducted at each facility.
  - (3) Creating and publishing an annual schedule of performance tests.
  - (4) Providing the results of performance tests to SB in accordance with the PAP.
- e. Branch Chief, SB is responsible for:
  - (1) Development and maintenance of the PAP.
  - (2) Year-to-year adjustments to account for any changes to OST protection strategies.
  - (3) Incorporating appropriate critical element(s) of the TSS.
  - (4) Tracking and documenting results of performance tests for trends and systemic issues.
  - (5) Providing status reports to the Offices and Divisions/Commands.
  - (6) Ensuring consistent scope and intent of all OST performance tests developed in support of critical elements.
  - (7) Ensuring selected performance tests are observed.
- f. Program Office for Independent Oversight will observe selected performance tests conducted by OMO/OS at the respective facilities.

### 3. Requirements

- a. Operability tests shall be designed to provide a sample measure of integrity on a frequent basis.
- b. Effectiveness tests shall be designed to provide comprehensive assurance of integrity on an infrequent basis.
- c. At least every 365 days, the OST Joint Testing Exercise (JTX) shall be conducted to evaluate overall safeguards and security system effectiveness.
- d. Unsatisfactory results of performance assurance activities shall be captured in the SSEMD/SB corrective action program and shall be tracked through closure.
- e. Performance Assurance Reports shall be prepared to document results of implementation of performance assurance activities

**OFFICIAL:**



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Office of Secure Transportation