

**Office of Secure Transportation
Policy Information**

Policy Background	
Document Title: Control of Transportation Safeguards System (TSS) Trip and Schedule Information	Document Number: OST P 6.05G
Document Owner(s): <i>(Identify by name and organization)</i> Mark Romwalter, OD Director	Policy Approval Authority: <i>(Identify by name and title)</i> Craig A. Tucker, ADA
Notify of Changes to Policy: OST Federal and Contractor Employees	
Record Document(s): <i>(Documents used as reference or input into Policy; documents developed as a result of the Policy and Forms completed as part of the Policy).</i> See Internal and External Record Documents on attached.	

Policy History		
Rev	Date	Description of Change <i>(Include name of individual making the revision)</i>
F	7/25/07	Policy was revised to remove procedures and processes. J. Breslin
G	02/08/08	Revised to add Duty Officers, and allow Federal Agents to receive trip information at the discretion of Command leadership.

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 6.05G

TITLE: Control of Transportation Safeguards System (TSS) Trip and Schedule Information

EFFECTIVE DATE: 02/08/08

PURPOSE: To provide guidelines for controlling TSS trip and schedule information.

SCOPE: This Policy applies to all Divisions/Commands and Branches in the Office of Secure Transportation (OST).

PROPONENT: Operations Division (OD)/Office of Mission Operations (OMO)

EXTERNAL RECORD DOCUMENTS:

- CG-TSS-3 Revision 1

INTERNAL RECORD DOCUMENTS:

- Site Safeguards and Security Plan (SSSP)

POLICY

1. Objectives/Expectations

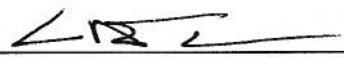
- a. This Policy provides guidance regarding the control of, access to, and dissemination of sensitive and critical TSS information. The TSS trip and trip schedule information is classified and is a key component in the safe and secure operations of OST.

2. Responsibilities

- a. Access to Planning Phase:
 - (1) Assistant Deputy Administrator (ADA).
 - (2) Manager, OMO.
 - (3) Director, OD.
 - (4) Planners, Operational Policy, Planning and Scheduling Branch.
 - (5) Command Planners.
 - (6) Directors, Agent Operations Commands.
 - (7) Deputy Directors, Agent Operation Commands.
 - (8) Staff, Program Office for Research and Analysis (PORA) tasked with operational research and analysis.
 - (9) Staff, Liaison Support Branch (LSB).
 - (10) OMO Duty Officers
- b. Access to scheduled trips within their facility:
 - (1) Directors, Agent Operations Commands.
 - (2) Director, OD.
 - (3) Command Planners.
 - (4) Deputy Directors, Agent Operations Commands
 - (5) PORA representative, Agent Operations Command.
 - (6) Duty Officer, Agent Operations Command.

- c. Access and control of specific trips within their facility:
 - (1) Assigned Convoy Commanders will be provided the trip resource document the week prior to actual shipment departure. At the discretion of the Convoy Commander or designee assigned to the trip, the Assistant Convoy Commander and Tactical Convoy Commander, Special Response Force (SRF) Recovery Team Leader and Advance Team Leader (if assigned) may be provided trip information for planning purposes.
 - (2) Federal Agents will have trip information provided to them at the discretion of Command leadership through a series of notices. Information will be used for Federal Agent operational awareness and specific mission preparation.
- d. Execution week OST trip information access:
 - (1) On-duty Operators, Transportation and Emergency Control Center (TECC), Mission Support Branch (MSB).
 - (2) Duty Officer: The assigned Duty Officer shall have access to all information during the time frame assigned as Duty Officer and shall receive briefings in the TECC concerning required trip information.
 - (3) LSB for reconnaissance and surveillance support coordination.
- e. Other organizations with a need-to-know on a daily basis as required:
 - (1) Cargo information. ADA and Manager, OMO are the approving authority for the release of this information to these organizations.
 - (2) Program Manager for Weapons Resource Shipments, Office of Nuclear Weapons Stockpile.
 - (3) Strategic Planning Project Team: National Nuclear Security Administration Science Applications International Corporation and Sandia National Laboratories points of contact for material planning and scheduling.
 - (4) Designated safety staff associated with Environment, Safety and Health Branch for evaluation of compatibility and safety associated with carriage with the TSS.
 - (5) Designated staff associated with the Emergency Management Branch for evaluation of compatibility with the OST Emergency Planning Hazards Assessment.
- f. Deviations: Access will apply to personnel appointed in an acting capacity in the positions listed above, normally done in writing.
- g. Special Access: Program Office for Independent Oversight (POIO):
 - (1) Only information for operational assessment planning **not** to include cargo information.
 - (2) Director, POIO, shall designate in writing to the Director, OD, individuals on the POIO staff that require access in order to support TSS Operational Trip Assessments.
 - (3) This access memorandum shall be updated annually.
- h. Other Authorizations: Authorization for others to receive access of TSS planning, scheduling and/or operational trip information must be approved by one of the following:
 - (1) ADA.
 - (2) Manager, OMO.
 - (3) A designee by any of the above.

APPROVING OFFICIAL:



 Craig A. Tucker, Assistant Deputy Administrator
 Office of Secure Transportation

2/9/08

 Date