

OFFICE OF TRANSPORTATION SAFEGUARDS

POLICY NUMBER: 6.13

TITLE: Non-Agent Handling of Tractors & Escort Vehicles

EFFECTIVE DATE: 23 September 2002

PURPOSE: To establish security requirements for OTS tractors and escort vehicles (EVs) when parked in areas with unrestricted physical access.

SCOPE: This policy applies to **contractor personnel** handling operational tractors and EVs, or any other tractor and EV in the OTS fleet, containing components that are considered Unclassified Controlled Nuclear Information (UCNI), or classified in nature.

PROPONENT: TTSD

REFERENCES: CG-TSS-3, OTS Classification Guide

ADC Review
Date _____
Initials _____
Safety Review
Date _____
Initials _____

POLICY

1. General.

- a. Since casual visual access to the interior of OTS vehicles cannot be prevented, information derived from such access is unclassified. However, per CG-TSS-3, detailed observation, which includes photographs or sketches of the interior of OTS vehicles, is considered UCNI. Consequently, an opportunity to obtain a “detailed observation” of vehicle interiors by unauthorized individuals, must, as a standard practice, be prevented.
- b. It is OTS policy that Tractors/EVs containing components that are considered UCNI, or classified in nature, be under direct observation by an authorized OTS representative when parked in an area with unrestricted physical access (e.g. repair facilities, restaurant and hotel parking lots, etc.).
- c. The remainder of this policy addresses the situations where continuous direct observation by an OTS representative is not planned or practical. In these circumstances, permission to leave the vehicle(s) must be granted in advance by the Director, TTSD, or designee. These requests shall be considered on a case-by-case basis.

2. Responsibilities.

- a. Personnel responsible for moving vehicles into areas of unrestricted physical access must:
 - (1) Understand and uphold the security requirements of this policy.
 - (2) Request, in advance, permission to leave tractors and/or EVs un-observed.
 - (3) Abide by directions received from TTSD to mitigate security risks.
- b. TTSD shall document in writing each request received to leave a tractor and/or EV un-observed in an area with unrestricted physical access. This document must be available for investigation or audit, but approved authorizations do not need to be in the physical possession of the requestor.
- c. The Director, TTSD, or designee shall consult with subject matter experts from the Engineering Branch, as necessary, to determine

specific measures to mitigate the risk of leaving a vehicle un-observed (e.g. remove specific components or equipment, etc.).

3. **Requirements.** General requirements for tractors and/or EVs when left at a commercial repair facility.
 - a. Commercial repair facilities must keep OTS vehicles indoors with a surrounding fence.
 - b. All robberies, burglaries, and vandalism at a commercial facility with an OTS vehicle present must be immediately reported to OTS, TTSD, Liaison and Security Affairs.
 - c. The official origin of an OTS vehicle will be a contractor's name or "Department of Energy" or "DOE".
 - d. Properly licensed but uncleared commercial repair facility employees may drive an OTS vehicle only with a cleared Federal employee or contractor present in the vehicle.

OFFICIAL:

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