OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 6.16A

TITLE: Off-Site Security Plan

EFFECTIVE DATE: 11 October 2005

PURPOSE: To set forth requirements for off-site security plans (SSP) to ensure all Department of Energy (DOE), National Nuclear Security Administration (NNSA), and Office of Secure Transportation (OST) Safeguards and Security interests are protected as required by relevant DOE/NNSA Orders and Manuals.

SCOPE: To all OST personnel, and associated contractors who organize, conduct or are otherwise associated with any training/exercise venue. This also includes any other type of activity involving DOE, NNSA and/or OST security interests outside of an OST facility that does not have a current OST SSP for that activity.

PROPONENT: OST/OS/SSEMD/SB

REFERENCES: DOE O 473.1, Physical Protection Program
DOE M 473.1-1 Physical Protection Program Manual
DOE O 470.1, Safeguards and Security Program
SSEMD SOP 7.7.05

Revision Notes: Changes in Security Branch organization, amount of off-site venues, and review of responsibilities and requirements and general format changes.

POLICY

1. **General.**
   a. At locations where a Site Safeguards and Security Plan (SSSP) is not required due to limited scope of safeguards and security interest, a site security plan shall be developed to describe the protection in place.
   b. A SSP will be developed for all training venues, exercises, and any activity (such as the Agency-to-Agency Program) that involve security interests. This includes but is not limited to, classified matter, classified briefings, classified or sensitive operations, Unclassified Controlled Nuclear Information (UCNI), and government weapons to include Engagement Simulation System (ESS) weapons.
   c. The Security Branch has developed a template to be used for the SSP's. The size and detail of the plan is determined by the scope of the activity and the number and type of security interests affected. For large-scale training /exercises like the Joint Training Exercise (JTX), a more detailed plan will be required. For smaller training venues, a scaled down SSP can be used.
   d. The SSP template and an instruction sheet will be posted on the j: drive at Public/Assurance Branch/ LSAS/Off-Site SSP folder and the OST website.
2. **Responsibilities**
   a. The Office of Support is responsible for the implementation of this policy.
   b. Division Directors and Branch Chiefs shall:
      (1) Ensure that all off-site activities are reviewed for applicability.
      (2) Notify the OST Facility Security Officer (FSO) of potential training/exercise events using OST security interests.

c. The Activity/Training Program Manager shall ensure all information necessary for development of the SSP is provided to the Security Branch (SB).

d. Agency-to-Agency Program Lead shall ensure long term SSP's are updated annually.

e. Agent Operations Command Security Representative (as applicable) will provide input to the Activity / Training Program Manager on OST security interests being transported to venue.

f. Security Branch shall:
  (1) Initiate the SSP process based on published training schedules.
  (2) Perform site pre-visit as needed dependent upon the complexity and characteristics of the site and planned activities.

g. OST FSO shall be the approval authority for all OST SSP's.

3. **Requirements**

a. Division Directors and Branch Chiefs shall ensure a SSP is approved by FSO prior to each activity.

b. The Activity/Training Program Manager shall:
  (1) Notify the SB a minimum of six weeks prior to OST security interests being moved to the activity venue.
  (2) Concur with the SSP on requirements for the specific venue using OST security interests.

c. Agency-to-Agency Program Lead:
  (1) Work with SB to establish the SSP for any off-site location that involves security interests under OST control.
  (2) Identify in the SSP the presence of any foreign nationals and the protection of security interests.

d. Command Security Representative (as applicable) shall ensure compliance with the SSP, which is based on the input provided.

e. Security Branch
  (1) Develop the SSP based on input provided by the Program Manager.
  (2) Provide on-site oversight during the activity as necessary, based on guidelines provided in SSEMD SOP 7.7.05.

OFFICIAL:

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