

Headquarters Technical and Information Security Team
Office of Headquarters Security Operations



HSO SPOTLIGHT No. 009-2007: Facility Clearance and Approval Handbook

What is the issue:	Facility Clearance and Approval Handbook
Why do we need this?:	Desktop reference for completing DOE F 470.1, Contract Security Classification Specification
Who is impacted?:	HSOs, Contracting Officer's Representatives and Procurement Request Originators
What does the HSO need to do?:	Request Additional Copies

Each of you recently received a copy of the HQ Facility Clearance and Approval Handbook. This Handbook was designed to be a tool for anyone completing a DOE F 470.1, Contract Security Classification Specification, either at the beginning of a new contract or at the end of an existing contract.

It is strongly suggested that you request copies of this Handbook for your organization's Contracting Officer's Representatives, Procurement Request Originators, or Project Monitors. Copies are available by e-mailing Sheila Brumage at Sheila.brumage@hq.doe.gov.