

Non-Possessing Security Plan

This plan summarizes the safeguards and security responsibilities of:

with its principal office and place of business at: (Street, City State, Zip Code)

doing business covered by this plan at the following location: (Street, City, State, and Zip Code)

The provisions of our contract with the Department of Energy (DOE) and/or with a DOE contractor do not authorize our company to receive, store, transmit, or originate classified information within our facility(ies). However, performance of work under this contract will require at least some of our personnel to hold DOE access authorizations for access to classified information and/or special nuclear material (SNM) at other approved DOE facilities. We understand that our company is responsible for ensuring that all personnel involved in this contract — including company managers, employees, and direct consultants, as well as any lower-tier subcontractors whose employees require DOE access authorizations — comply with all applicable DOE security requirements, including the following:

Security Training

[DOE O 470.1,
Att. 1, Ch. II]

- Arranging for the Facility Security Officer (FSO) to complete training as necessary to implement all of the requirements in this plan, as well as other applicable provisions of the underlying DOE directives.
- Identifying any other company and subcontractor personnel who assist the FSO in implementing this plan — e.g., access authorizations — and arranging for training as necessary to ensure compliance with DOE requirements.

Access Authorizations

[DOE O 472.1C]

- Obtaining access authorizations as soon as possible for all Key Management Personnel (KMPs) identified in the Foreign Ownership, Control or Influence (FOCI) determination at the same level as the company's facility clearance.
- Obtaining other access authorizations only as required to perform work involving access to classified information and/or SNM, and only at the level required by each individual.
- Handling and submitting all access authorization requests and maintaining personal clearance-related documentation about individuals in accordance with the Privacy Act of 1974.
- Maintaining current information about all active access authorizations, including each cleared individual's name, DOE file number, date of clearance notification, and the classified contract(s) for which an access authorization is held.
- Ensuring that cleared individuals are aware of their responsibility to directly notify DOE of potentially relevant information — e.g., arrests, bankruptcies, garnishments, name changes, marriage/cohabitation, etc.
- Notifying DOE within two working days after the company becomes aware of a cleared individual's mental health treatment or any other condition that might cause a significant defect in judgment or reliability.
- Notifying DOE through established channels as soon as possible — but no later than two working days— when an individual no longer requires an access authorization (e.g., termination of employment or transfer to unclassified work).

Security Briefings

[DOE O 470.1,
Att. 1, Ch. IV]

- Ensuring that all company and subcontractor personnel — regardless of clearance status — receive initial security briefings prior to being allowed unescorted access to any DOE security area(s) under the company's control.
- Ensuring that all cleared company and subcontractor personnel receive comprehensive security briefings and execute SF-312, *Classified Information Nondisclosure Agreement*, before receiving access to classified information.
- Ensuring that all cleared company and subcontractor personnel receive annual security refresher briefings within the time frames prescribed by the DOE or prime contractor's Security Awareness Coordinator.
- Ensuring that cleared company and subcontractor personnel receive security termination briefings and complete DOE F 5631.29, *Security Termination Statement*, when their DOE access authorizations are terminated.
- Maintaining records of initial, comprehensive, refresher, and termination security briefings in a manner that the dates on which company and subcontractor personnel received these briefings.

Security Badges

[DOE M 473.1-1,
Ch. XV]

- Ensuring that all company and subcontractor personnel who are granted access authorizations also receive standard DOE photo badges.
- Ensuring that any visitor, temporary, and/or other local site-specific (LSSO) badges used by the company comply with DOE requirements, including restrictions relating to foreign nationals.
- Ensuring that all individuals who receive a DOE security badge are aware of the requirement to report lost or stolen badges to the issuing Badge Office within 24 hours.
- Recovering DOE security badges as soon as company and subcontractor personnel terminate or otherwise no longer require badges, and immediately returning them to the issuing Badge Office.

Foreign Travel

[DOE O 551.1A, Att. 1]

- Ensuring that all company and subcontractor personnel who engage in official foreign travel comply with all pre-trip notification and briefing requirements established by the sponsoring DOE or contractor organization.
- Ensuring that all company and subcontractor personnel who engage in official foreign travel submit post-travel trip reports within 30 days after returning to their duty stations.

