

**U.S. DEPARTMENT OF ENERGY
OFFICE/FACILITY-SPECIFIC
QUALIFICATION STANDARD**

SAFEGUARDS AND SECURITY



OAK RIDGE OPERATIONS OFFICE

**APRIL 1997
REVISION 0**

CONCURRENCE AND APPROVAL

The DOE-Oak Ridge Operations Office (ORO) Personnel Division (PD) Director, Safeguards and Security Division (SSD) Director, and Evaluation and Control Division (ECD) Director are the management sponsors for this Safeguards and Security Qualification Standard. As the management sponsor, these directors are responsible for reviewing the qualification standard to ensure that the technical content is accurate and adequate for its intended application and for ensuring that the qualification standard is maintained current. Concurrence with this qualification standard by the PD, SSD, and ECD directors is indicated by signature below.

The Training and Development Division (TDD) Director coordinates implementation of the technical qualification program and assists line managers in the development of ORO office/facility-specific qualification standards. Concurrence with this qualification standard by the TDD Director is indicated by signature below.

The ORO Assistant Manager for Administration (AMA), Assistant Manager for Defense Programs (AMDP), and Assistant Manager for Financial Management (AMFM) are the approval authorities for this qualification standard. Approval of this qualification standard by the AMA, AMDP, and AMFM is indicated by signature below.

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U.S. DEPARTMENT OF ENERGY OFFICE/FACILITY-SPECIFIC QUALIFICATION STANDARD

SAFEGUARDS AND SECURITY

Oak Ridge Operations Office (ORO) Safeguards and Security comprises the Personnel Assurance and Clearance Branch (PACB), Materials Control and Accountability Branch (MC&AB), and Safeguards and Security Division (SSD). PACB, MC&AB, and SSD are Department of Energy ORO organizations.

Safeguards and Security includes technical and administrative personnel who are assigned the responsibility to ensure the protection of the health and safety of DOE and contractor employees and the public, and to ensure the protection of government and public property and the environment across the ORO arena. In this role, safeguards and security staff perform numerous tasks and activities for supporting line management's objective for administering overall safeguards and security program management, protection program operations, information security, nuclear materials control and accountability, and personnel security.

PURPOSE

The Safeguards and Security Office/Facility-Specific Qualification Standard defines the qualification competencies required for carrying out the duties and responsibilities outlined above and detailed on pages 4 through 6. This standard is part of the Technical Qualification Program (TQP) required by DOE Order 360.1, *Training*, and supplements the department-wide General Technical Base and functional area qualification standards. It contains the competency requirements safeguards and security staff assigned to the Technical Qualification Program need (as a composite) in order to perform assigned activities. Documented satisfactory completion of the competencies contained in this qualification standard ensures that the safeguards and security staff are qualified to fulfill their duties and responsibilities.

QUALIFICATION STANDARD DEVELOPMENT

This qualification standard has been constructed using information from safeguards and security position descriptions, office procedures and guides, Regulatory Oversight Agreement (ROA) procedures, DOE and ORO orders, and interviews with safeguards and security staff. The format of this document follows the department-wide functional area qualification standards developed by DOE Human Resources' Office of the Technical Personnel Program Coordinator.

APPLICABILITY

This qualification standard applies to selected safeguards and security staff, and other Federal personnel temporarily assigned to safeguards and security, who provide management direction or technical oversight that could impact the integrity of safeguards and security of an ORO defense nuclear facility.

IMPLEMENTATION REQUIREMENTS

The competencies contained in the Standard are divided into the following categories:

1. General Technical
2. Administrative
3. Regulatory
4. Management and Assessment

Each of the categories contains one or more competency statements indicated by bold print. The competency statements define the expected capabilities that an individual must possess. Each of the competency statements is followed by a listing of supporting knowledge and/or skill statements that further amplify and describe the intent of the competency. The supporting knowledge and skill statements are not additional requirements and do not necessarily have to be fulfilled to meet the intent of the competency.

All of the competencies identify either a familiarity level, working level, or expert level of knowledge, or they require the individual to demonstrate the ability to perform a task or activity. These levels are defined as follows:

FAMILIARITY LEVEL is defined as basic knowledge of or exposure to the subject or process adequate to discuss the subject or process with individuals of greater knowledge.

WORKING LEVEL is defined as the knowledge required to monitor and assess operations/activities, to apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure the safety of Department activities.

EXPERT LEVEL is defined as a comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.

DEMONSTRATE THE ABILITY is defined as the actual performance of a task or activity in accordance with policy, procedures, guidelines, and/or accepted industry or Department practices.

This qualification standard contains a composite of all the competencies applicable to the safeguards and security staff as a group who are enrolled in the TQP. No one individual is expected to be qualified on all the competencies. The appropriate supervisor assigns to each participating safeguards and security member the specific competencies from this qualification standard that the participant is required to complete.

Exemptions are not used in this phase of the qualification program. Only those competencies assigned by management are required to be completed.

Equivalencies may be granted for individual competencies based upon an objective evaluation of the employee's prior education, training, and/or experience. Documentation of equivalencies shall indicate how the competency requirements have been met. The supporting knowledge and skill statements should be considered when evaluating an employee's ability with respect to each competency requirement.

Competencies can be achieved in numerous ways including on-the-job training; formal training and education courses, on and off the job; self-study; rotational assignments; mentoring; etc. Classroom instruction, computer-based training, interactive television broadcasts, and self-study guides are available to individuals preparing to meet competencies in their qualification standards. Training courses used to acquire needed competencies should be selected with care so as to best satisfy the competencies.

DOE orders are frequently referenced as standards for competencies. Individuals assigned such competencies and those evaluating the performance must be aware that many DOE orders in the directive system are being deleted, consolidated, or phased out. When DOE orders and other documents are referenced in the qualification standard, the most recent approved revision should be used for study and evaluation.

TQP participants use this qualification standard in conjunction with their Technical Qualification Records to document implementation and completion of the office/facility-specific qualification requirements. Documented completion of the requirements of this qualification standard will be included in the employee's training record.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities may be assigned to safeguards and security staff whose position requires them to provide management direction or oversight that could impact the safe operation of a defense nuclear facility and who provide technical support to line management for review and assessment of management and operating (M&O) contractor safeguards and security programs.

1. Oversee safeguards and security program management, protection program operations, information security, nuclear materials control and accountability, personnel security, and other security measures through multi-level program surveys, audits, inspections, and other monitoring activities, and administer programs such as:
 - Accelerated Access Authorization Program
 - Classified and Unclassified Computer Security Programs
 - Classified Matter Protection and Control (CMPC) Program
 - Clearance Reduction Program
 - Counterintelligence Program
 - Declassification/Classification
 - Export Controlled Information (ECI) (appraisal and ORO knowledge resource) (excluding property sales)
 - Facility Survey and Approval Program
 - Foreign Ownership, Control, or Influence (FOCI) Program
 - Intelligence Analysis Oversight
 - Materials Control & Accountability (MC&A)
 - Operations Security (OPSEC) Program
 - Personnel Security Program
 - Personnel Security Assurance Program
 - Physical Security
 - Safeguards and Security Training Program
 - Security Education Program
 - Security Infraction Program
 - Contractor Drug Free Program
 - SCI Program (special access)
 - Substance Abuse Referral Option Program (SARPO)
 - Technical Surveillance Countermeasures (TSCM)
 - Unclassified Controlled Nuclear Information (UCNI) Control Program
 - 2010 Program

2. Evaluate and oversee security programs at ORO facilities engaged in such activities as Highly Enriched Uranium (HEU) Refeed, special nuclear material (SNM) processing, atomic weapons manufacturing and dismantlement, security lease management, technology transfer, decontamination and decommissioning (D&D), environmental restoration/waste management, international security protocol, nonproliferation, and counterintelligence investigations.

3. Review and approve safeguards and security plans for ORO sites.
4. Conduct physical protection surveys and inspections of ORO telecommunication centers and make inquiries of all compromises, suspected violations, and insecure practices involving AIS or computer security information.
5. Oversee technical security reviews of all sensitive use facilities.
6. Coordinate with the Office of Inspector General (IG), the Federal Bureau of Investigation (FBI) and/or local law enforcement agencies when criminal activities are suspected.
7. Oversee the implementation of the Regulatory Oversight Agreement (ROA) between DOE and USEC.
8. Oversee implementation of nonproliferation activities at DOE ORO sites.
9. Evaluate security and intelligence vulnerabilities of compliance activities with international treaties and bilateral agreements.
10. Implement ORO Threat Assessment and Counterintelligence Programs and review security aspects of foreign travel and foreign visits to ORO facilities.
11. Oversee security for foreign visits and assignments and for ORO foreign travel.
12. Monitor and provide management oversight of the ORO Protective Force (PF) operations at government owned-contractor operated (GOCO) and federally-occupied ORO facilities.
13. Serve as security support advisor for the Oak Ridge Emergency Operations Center (OREOC) and the Oak Ridge Operations Center (OROC).
14. Perform reviews on all ORO conceptual design projects (including title I, II, and III), construction, directives, and Engineering Change Proposals (ECPs) for technical adequacy and compliance with national standards and policies for ADP security, technical security, TEMPEST, and Protected Distribution Systems.
15. Advise ORO program management organizations and DOE contractor organizations operating government-owned facilities engaged in research, storage of nuclear materials/weapons components, and nuclear materials management and disposition on applicable MC&A requirements.

16. Investigate the processing and other physical circumstances surrounding significant shipper/receiver differences, inventory differences, apparent losses of SNM, and other anomalies involving SNM.
17. Monitor administrative and technical aspects of facility MC&A programs associated with operations involving feed materials, reactor products, chemical separation of nuclear products, weapons, and SNM safeguards (accountability and control) procedures.
18. Review, evaluate, and approve accounting practices and physical inventory methods used to account for and verify nuclear material transactions and inventories.
19. Maintain liaison with technical consultants, contractors, and other DOE installations to assure the dissemination of technological advances affecting MC&A policies and procedures.
20. Conduct special international nuclear material reconciliation and inventory identification and analysis in response to requests from the Office of Arms Control and Nonproliferation (AN), the DOE Office of Safeguards and Security, the Nuclear Regulatory Commission (NRC), and the safeguards offices of foreign governments.
21. Prepare and distribute joint notification documents to the International Atomic Energy Agency (IAEA) and certain other countries based on receipt of documentation that evidences authorization or transfer of items subject to reporting.
22. Analyze investigative data concerning the granting of security clearance or access to ORO security.
23. Assess and control the number and types of security clearances needed in ORO organizations.
24. Oversee and monitor implementation of the ORO SARPO (Substance Abuse Referral Program Option).
25. Oversee all assigned Personnel Security program activities and serve as Contract Technical Monitor (CTM) for technical direction to the contractor(s) providing mission support and support services to the ORO Complex.

REQUIRED COMPETENCIES

The competencies contained in this qualification standard are distinct from those competencies contained in the General Technical Base Qualification Standard and the series of department-wide functional area qualification standards. Participating individuals must complete the competency requirements of the General Technical Base Qualification Standard and a primary

functional area qualification standard prior to or in parallel with the completion of assigned competency requirements in this qualification standard.

Based on their job assignments, safeguards and security staff should complete required training associated with the topics listed below as co-requisites to the requirements of this qualification standard. Most ORO sites have training requirements on these topics in order to access facilities to work. The specific training courses required for safeguards and security staff should be identified in Individual Development Plans.

- General Employee Training
- Radiation Worker I (or II) Training
- Nuclear Criticality Safety Training
- HAZWOPER Training

EVALUATION REQUIREMENTS

The evaluation process identified below serves as a measurement tool for assessing whether or not the participants have acquired the technical competencies in this qualification standard. The following requirements apply to the completion of this qualification standard.

Verifying and documenting that the competencies have been met may be accomplished by the respective supervisor, or by a subject matter expert (SME) designated by the respective division director. Any of the following methods may be used to evaluate incumbent competency. Each evaluation method is required to be documented.

- Formal education (college courses and academic degrees)
- Training (DOE, DOE contractor, other agency, vendor)
- DOE experience/on-the-job training
- Equivalencies for prior experience, education, and training
- Documented oral evaluation
- Documented observation of performance
- Written examination (including test out)

The supervisor or SME performing the verification must provide some level of evaluation to confirm the participant's level of understanding when self study of DOE orders, Federal and state/local regulations, procedures, or required reading is used to satisfy a competency. In all cases the evaluation is documented by signature on the participant's Technical Qualification Record.

CONTINUING TRAINING AND PROFICIENCY REQUIREMENTS

Requalification on the competencies contained in this qualification standard is not required. Safeguards and security staff should participate in continuing learning activities in order to maintain and improve previously acquired knowledge and skills and to acquire new knowledge

and skills where necessary. Continuing training and education to maintain technical proficiency includes the following elements:

1. Technical education and/or training on topics directly related to safeguards and security duties and responsibilities.
2. Training on topics that address an individual's knowledge and/or skill deficiencies.
3. Training in areas added to the qualification standard since initial qualification.

Competencies added to the qualification standard are documented in the Technical Qualification Record and are addressed like other qualification standard competencies. Specific continuing training or education needs should be documented in Individual Development Plans.

1.0 GENERAL TECHNICAL COMPETENCIES

Because of the varied and specialized activities within ORO safeguards and security, supervisors assign competencies for individuals based on job assignments.

1.1 ORO safeguards and security personnel shall demonstrate the ability to gather and disseminate information while processing an access authorization.

Supporting Knowledge and/or Skills

- a. Explain the concepts and practices that must underscore the Personnel Security Program.
- b. Document behavioral conditions addressed by access authorization criteria, psychology, human behavior, psychiatric medical terminology, and subversive activities in order to evaluate risks associated with individual cases.
- c. Interview (or read and assess interview reports) unwilling and hostile individuals in order to determine clearance approval/denial.
- d. Evaluate reported derogatory information and clarify authenticity through additional investigation.

1.2 ORO safeguards and security personnel shall demonstrate a familiarity level knowledge of the basic operations and processes for DOE-Oak Ridge defense nuclear facilities.

Supporting Knowledge and/or Skills

- a. Discuss the primary mission(s) of ORO defense nuclear facilities (e.g., Y-12, ORNL Building 3019, K-25, and Paducah and Portsmouth gaseous diffusion plants).
- b. Describe the key operations/processes performed at ORO defense nuclear facilities.
- c. Discuss the major nuclear safety risks to workers and the public resulting from operations at ORO defense nuclear facilities.
- d. Identify the major non-nuclear hazards associated with ORO defense nuclear facility operations.

1.3 ORO safeguards and security personnel shall have a working level knowledge of the requirements for developing and delivering ORO-specific training on safeguards and security programs.

Supporting Knowledge and/or Skills

- a. Discuss methods for gathering information needed for inclusion in ORO safeguards and security-specific training.
- b. Discuss the requirements for developing and documenting technical training and associated testing of personnel contained in Order 360.1, *Training*, Chapter III, and Order 470.1, Chapter II, *Safeguards and Security Training Program*.
- c. Explain the relationship between training needs, learning objectives, and test items.
- d. Describe various means of verifying the technical accuracy, adequacy and completeness of developed ORO-specific safeguards and security courses.
- e. Describe the following instructional methods including their intended uses: lecture, role play, case studies, discussions, and practical exercises.
- f. Describe the attributes of an effective classroom instructor to include the use of:
 - Instructional materials
 - Media
 - Subject matter expertise
 - Interpersonal skills
- g. Review and comment on the key features of a valid and reliable testing program to evaluate trainee knowledge.
- h. Conduct a classroom training session, administer the examination, and critique, with a peer, your abilities to use proper instructional techniques. Or critique the performance of another instructor and provide written feedback to the individual on presentation strengths and weaknesses.
- i. Describe how ORO safeguards and security generates and maintains training records required to document completion of a formal classroom course as outlined in Order 360.1, *Training*, and Order 470.1, Chapter II, *Safeguards and Security Training Program*.

- j. Discuss various methods for evaluating the effectiveness of the training (instruction, materials, testing etc.) and how this information is used to improve future training.
- k. Review the ORO Safeguards and Security Training Program and develop suggestions on how the program and/or implementation of the program may be improved.

2.0 ADMINISTRATIVE COMPETENCIES

Because of the varied and specialized activities within ORO safeguards and security, supervisors assign competencies for individuals based on job assignments.

2.1 ORO safeguards and security personnel shall have a working level knowledge of the review and authorization to carry firearms.

Supporting Knowledge and/or Skills

- a. Review and discuss the statutory authority for protective force personnel to carry firearms (Title 42 U. S. C. 2011, *Atomic Energy Act of 1954*, Chapter 14, Section 16K).
- b. Develop, or assess and comment on, ORO guidelines for the review and authorization process to allow protective force personnel to carry firearms. Evaluate the guidelines against:
 - ORO O 473.2, *Protective Force Program*
 - DOE O 5632.7A, *Protective Force Program*
 - Title 42 U. S. C. 7101, *Department of Energy Organization Act*
- c. Assess and comment on ORO contractor policy, standards, and procedure for the review and authorization process to allow protective force personnel to carry firearms.
- d. Discuss the periodicity for review and renewal of authorization for ORO protective force personnel to carry firearms.

2.2 ORO safeguards and security personnel shall have a working level knowledge of the ORO Substance Abuse Referral Program Option.

Supporting Knowledge and/or Skills

- a. Explain the requirements for an employee to be eligible for the Substance Abuse Referral Program Option (SARPO).
- b. Discuss ORO Personnel Security's responsibilities and the healthcare provider's responsibilities in administering SARPO.
- c. Interview, or monitor and interview, to determine an employee's intentions of seeking treatment and their intent for future substance abuse.
- d. Monitor an employee's progress through SARPO until a recommendation is made.

- e. Perform a quality review of the ORO SARPO records against Personnel Clearance & Assurance Branch Procedures Manual, Appendix 3-18, *Substance Abuse Referral Program Option (SARPO) Process*.

2.3 ORO safeguards and security personnel shall demonstrate the ability to prepare a case for an administrative hearing concerning an individual's eligibility for access authorization.

Supporting Knowledge and/or Skills

- a. Prepare a notification letter and illustrate the required information that must be included in the individual's notification letter concerning the hearing.
- b. Explain the duties and responsibilities of the ORO Personnel Clearance and Assurance Branch in the preparation for an administrative hearing, in accordance with 10CFR710.
- c. Coordinate with a Hearing Officer to complete proceedings in preparation for the hearing.
- d. Describe the time constraints established in 10CFR710 for the conduct of the hearing.
- e. Identify the required notifications concerning the case following:
 - The decision to suspend an individual's access authorization
 - The authorized institution of administrative review procedures
 - The approval of extension by the Operations Office Manager
 - The appointment of a Hearing Officer

2.4 ORO safeguards and security personnel shall demonstrate a familiarity level knowledge of the ORO Procedures for Processing Joint Notifications to the International Atomic Energy Agency.

Supporting Knowledge and/or Skills

- a. Identify the organizations involved with the Joint Notifications and Safeguards Transfer Agreements (STAs).
- b. Explain the stipulations included in each STA.
- c. Explain the function of each document used for processing joint notifications.
- d. Explain the process and necessary authorizations for transfers to a STA country.

- e. Demonstrate the procedure for processing the following joint notification documents:
 - Advance Notifications
 - Routine (not Advance) Notifications
 - Documents from STA countries when NO advance joint notification or joint notification numbers have been assigned
- f. Illustrate how to maintain the joint notification register for the following transactions:
 - Record a new notification
 - Revise existing notification

2.5 ORO safeguards and security personnel shall have a working level knowledge of export control information (ECI).

Supporting Knowledge and/or Skills

- a. Discuss the scope and function of the *Interim Guidelines on Export Control and Nonproliferation*.
- b. Summarize the types of information transfers that are subject to ECI controls.
- c. Identify where the Nuclear Supplier Group (NSG) export control lists can be found and summarize the types of information found on the lists.
- d. Describe ORO Safeguards and Security responsibilities in the implementation of the ECI interim guidelines.
- e. Obtain, or describe the process to obtain, an export control license.
- f. Evaluate the significance of suspect information against the criteria provided in *Interim Guidelines on Export Control and Nonproliferation*.
- g. Illustrate the controls imposed if a document is determined to be ECI.
- h. Identify the records required for a document/ material determined to be ECI.
- i. Provide a breakdown of the categories of technologies that are subject to export control for nuclear nonproliferation reasons.

2.6 ORO safeguards and security personnel shall demonstrate the ability to process order deviation requests.

Supporting Knowledge and/or Skills

- a. Explain in detail the information required to complete Order 470.1, Appendix 1, *Deviation Requests*.
- b. Discuss the scope and differences between the following types of deviations:
 - Variance
 - Waiver
 - Exception
- c. Review and determine the validity of a safeguards and security contractor deviation request.
- d. Prepare letters for the contractor and Headquarters documenting ORO disposition of request.
- e. Update Safeguards and Security Division status tracking system and provide status update to ORO.

3.0 REGULATORY COMPETENCIES

Because of the varied and specialized activities within ORO safeguards and security, supervisors assign competencies for individuals based on job assignments.

3.1 ORO safeguards and security personnel shall demonstrate a working level knowledge of the requirements and processes of the ORO emergency management system, the OR Emergency Operations Center, and the Oak Ridge Operations Center.

Supporting Knowledge and/or Skills

- a. Describe the objectives and responsibilities established in DOE Order 151.1, *Comprehensive Emergency Management System*, and ORO Order 150, *Emergency Management and Planning*.
- b. Define the following terms:
 - Emergency planning
 - Emergency response
 - Readiness assurance
 - Emergency preparedness
 - Recovery
 - Operational emergency
- c. Outline the sequence of events and the actions taken by ORO, Headquarters, and local groups, in response to the following conditions:
 - Operational emergency response
 - Energy emergency response
 - Emergency assistance response
- d. Describe the Safeguards and Security security support advisor's role in support of 1) the Emergency Response Center, and 2) the Oak Ridge Operations Center.
- e. Describe the composition and function of the ORO Technical Operations Cadre.
- f. Explain ORO's process and work scope for evaluating radiological/toxicological sabotage vulnerabilities.
- g. Define the scope, purpose, and objectives of ORO emergency response drills and exercises.
- h. Describe the emergency communications capabilities at ORO for notification, emergency response, and information distribution for use during emergencies.

- i. Identify the conditions or circumstances that would warrant Safeguards and Security personnel manning the OR Emergency Operations Center (OREOC) or the OR Operations Center (OROC).
- j. Describe the duties and functions of the ORO Emergency Operations Center Cadre in emergency circumstances.

3.2 ORO safeguards and security personnel shall demonstrate a working level knowledge of the Regulatory Oversight Agreement (ROA) between the United States Department of Energy and the United States Enrichment Corporation (USEC).

Supporting Knowledge and/or Skills

- a. Describe in detail the scope and intent of the ROA.
- b. Critique the following areas specific to safeguards and security for each of the 19 operational requirements identified in the ROA:
 - Basic objective
 - Implementation requirements
 - How the requirements are met
 - Status of conformance
- c. Outline the programs for DOE oversight of turnover and operation of the Paducah and Portsmouth gaseous diffusion plants (PGDP and PORTS) as identified in Appendix A of the ROA, specific to safeguards and security programs and issues.
- d. Participate in an assessment of the plant nuclear safety and safeguards and security requirements as identified in the ROA.
- e. Review recent DOE safeguards and security-specific occurrence reports and determine if the lessons learned may be of benefit to PGDP and PORTS operations/activities.
- f. Describe documentation and notification procedures for safeguards and security-specific ROA nonconformances.

3.3 ORO safeguards and security personnel shall demonstrate a working level knowledge of ORO's Counterintelligence Program in accordance with DOE Order 5670.3, *Counterintelligence Program*.

Supporting Knowledge and/or Skills

- a. Read and discuss the Counterintelligence Procedural Guide.
- b. Explain the scope and intent of Executive Order 12333.
- c. Summarize the processes detailed in *DOE Procedures for Intelligence Activities*.
- d. Explain the influence of the Freedom of Information and Privacy Acts on the ORO Counterintelligence Program.
- e. Contact and exchange counterintelligence information with authorized intelligence community agencies.

3.4 ORO safeguards and security personnel acting in unclassified computer security (UCS) shall demonstrate a working level knowledge of ORO's UCS program in accordance with DOE Order 1360.2B, *Unclassified Computer Security Program*.

Supporting Knowledge and/or Skills

- a. Describe the purpose, scope, applicability, and coverage of the UCS program.
- b. Discuss the responsibilities of the ORO Computer Protection Program Manager.
- c. Participate in the planning, training, and/or awareness programs for DOE and contractor personnel involved in unclassified computer applications processing sensitive information.
- d. Participate as appropriate in the following UCS management control activities:
 - Conducting risk assessments for new and existing computer installations
 - Developing or reviewing ORO UCS-specific procedures
 - Screening personnel involved in unclassified computer applications
 - Reviewing procedures for personal accountability protection measures
 - Implementing protective measures resulting from compliance/certification reviews
- e. Discuss the management control processes employed to keep the computer protection plan current at ORO.

- f. Participate in one or more of the following activities designed to prevent misuse and abuse of unclassified computer resources
 - Unannounced reviews and random sampling of the contents of UCS files
 - Reporting suspected or confirmed UCS incidents
 - Determining whether unauthorized UCS access is being attempted

- g. Participate in planning, conducting, and evaluation of the results of the following UCS activities:
 - Risk assessment
 - Security design review
 - System test
 - Application certification or recertification

4.0 MANAGEMENT AND ASSESSMENT COMPETENCIES

Because of the varied and specialized activities within ORO safeguards and security, supervisors assign competencies for individuals based on job assignments.

4.1 ORO safeguards and security personnel shall demonstrate a working level knowledge of oversight of DOE ORO export control and nonproliferation and national treaty programs.

Supporting Knowledge and/or Skills

- a. Summarize the U.S. nuclear nonproliferation objectives.
- b. Discuss the scope and function of the *Interim Guidelines on Export Control and Nonproliferation*.
- c. Describe the measures taken to control ORO information in accordance with *Interim Guidelines on Export Control and Nonproliferation*.
- d. Explain, in detail, the ORO programmatic controls employed to protect against the inadvertent transfer of sensitive unclassified equipment, materials, or information detrimental to the interests of the United States.
- e. Explain the impact on ORO facilities by specific national treaties.
- f. Evaluate the implementation of IAEA safeguards at ORO facilities against the requirements of DOE O 1270.2B, *Safeguards Agreement with the International Atomic Energy Agency*.

4.2 Safeguards and Security personnel shall demonstrate the ability to provide program management assistance to ORO managers in the design and execution of security programs.

Supporting Knowledge and/or Skills

- a. Confer with an ORO Site Manager on the adequacy of the site safeguards and security program.
- b. Evaluate the ORO site budget to address if sufficient funding is allotted for safeguards and security programs.
- c. Evaluate, with the ORO Site Manger, if safeguards and security needs are reflected in facility designs and that construction and operational activities conform to security requirements.

- d. Review safeguard and security program staffing levels at ORO site/facility and recommend adjustments as necessary.
- e. Assist ORO Site Manger in methods to implement safeguards and security recommendations.
- f. Relay safeguards and security concerns from ORO management to safeguards and security specialist for technical evaluation and solution disposition.

4.3 ORO safeguards and security personnel shall demonstrate a working level knowledge of the management processes used to monitor contractor project activities.

Supporting Knowledge and/or Skills

- a. As the Contract Technical Monitor (CTM), identify contractor deliverables, objectives, timeliness, assumptions, constraints, and priorities.
- b. Describe ORO Safeguards and Security responsibilities for monitoring the contractor(s) to ensure compliance with the technical, safety, and administrative requirements of the contract.
- c. Describe the methods Safeguards and Security contractor monitors use to ensure continuity in contractor performance, and ensure the exchange of information among project team participants.
- d. Monitor daily operation of the contractor with respect to the approved statement of work. Provide feedback as necessary.