# Security Requirements for Offsite Possessing and Non-Possessing Facility Subcontracts

This plan summarizes the safeguards and security responsibilities of: (Company Name)

with its principal office and place of business at: [Street, City, State, and Zip Code (No Post Office Box)]

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

## Offsite Possessing Facility Subcontract Requirements

## Classified Information

SELLER personnel exposed to or working with classified data must have an active “L” or “Q” clearance with the U.S. Department of Energy (DOE) commensurate with the level of classified data, a need-to-know, and must handle and protect classified data per the latest issuance of Y19-203, Manual for the Protection and Control of Classified Matter.

The Seller must have a facility that is capable of processing and storing classified documents and data per the requirements in the following sections:

### Limited Area/Vault-Type Room

In order to handle, store, or process classified information at the Seller’s facility, the Seller must provide and maintain a Limited Area, at the Seller’s expense. The Limited Area will retain Seller-provided Government Services Administration (GSA) approved repositories for the storage of classified materials and electronic media, or in a compliant approved Vault-Type Room when not in use. All operations and activities involving classified information or materials must be approved by the Company prior to initiation. If required by the project for secure storage, subject to the direction of the Company, a Vault-Type Room may be required.

### Classified Data

Based on an evaluation of the Seller’s facility, approval by the Company and DOE/National Nuclear Security Administration (NNSA) is required before classified is transported to or processed at the Seller’s facility.

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## Controlled Unclassified Information (CUI)

SELLER shall be responsible for safeguarding all Controlled Unclassified Information (CUI), proprietary information, and materials in connection with the performance of the work under this Purchase Order and in accordance with Y19-206, Manual for Controlled Unclassified Information. SELLER shall protect against sabotage, espionage, loss, and theft of CUI, proprietary information and/or materials in SELLER’s possession. CUI and proprietary information includes, but is not limited to, information classified as Unclassified Controlled Nuclear Information (UCNI) and Official Use Only (OUO) in accordance with the U.S. Department of Energy/National Nuclear Security Administration (DOE/NNSA) Information Security Program and the Y-12 CUI Program. SELLER is responsible for attending and successfully completing any required Y-12 site specific training.

This document has been reviewed by a Y-12 DC/UCNI-RO
And has been determined to be UNCLASSIFIED and
Contains no UCNI. This review does not constitute clearance
For Public Release.

Name: Christopher P. West, Security Configuration & Compliance Date: 10/10/2016

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## Applicable Regulatory Requirements

- DOE O 206.1, Department of Energy Privacy Program
- DOE O 470,4B, Change 1, Safeguards and Security Program
- DOE O 471.1B, Identification and Protection of Unclassified Controlled Nuclear Information
- DOE O 471.3, Change 1, Identifying and Protecting Official Use Only Information
- DOE M 471.3-1, Change 1, Manual for Identifying and Protecting Official Use Only
- DOE O 471.6, Change 2, Information Security
- DOE O 472.2, Change 1, Personnel Security
- DOE O 473.3, Attachment 3, Protection Program Operations

Other related DOE Orders and Manuals involving any Y-12-approved physical, information, computing, and operational security requirements for the handling, processing, storage, and protection of classified information.

## Offsite Non-Possessing Facility Subcontract Requirements

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SELLER shall be responsible for safeguarding all Controlled Unclassified Information (CUI), proprietary information, and materials in connection with the performance of the work under this Purchase Order and in accordance with Y19-206, Manual for Controlled Unclassified Information. SELLER shall protect against sabotage, espionage, loss, and theft of CUI, proprietary information and/or materials in SELLER's possession. CUI and proprietary information includes, but is not limited to, information classified as Unclassified Controlled Nuclear Information (UCNI) and Official Use Only (OUO) in accordance with the U.S. Department of Energy/National Nuclear Security Administration (DOE/NNSA) Information Security Program and the Y-12 CUI Program. SELLER is responsible for attending and successfully completing any required Y-12 site specific training.

## Applicable Regulatory Requirements

- DOE O 206.1, Department of Energy Privacy Program
- DOE O 470.4B, Change 1, Safeguards and Security Program
- DOE O 471.1B, Identification and Protection of Unclassified Controlled Nuclear Information
- DOE O 471.3, Admin. Change 1, Identifying and Protecting Official Use Only Information
- DOE M 471.3-1, Change 1, Manual for Identifying and Protecting Official Use Only
- DOE O 471.6, Change 2, Information Security
- DOE O 472.2, Change 1, Personnel Security