



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Chapter 1 - Security Authorities and Application

101 Purpose

The Manual of Security Policies and Procedures ("Security Manual") implements the policies and procedures that govern the management and administration of personnel, information, and physical security programs in the Department of Commerce. These security programs are established to protect people, facilities, property, information, Information Technology (IT) systems, and all other assets of the Department. The Security Manual also provides guidance concerning other security-related activities and functions.

102 Authority

The Security Manual is issued under the authority of Department Administrative Order 200-0, Department of Commerce Handbooks and Manuals, and has the same status as a Department Administrative Order. The laws, regulations, Executive Orders, and directives pertaining to the security of personnel, facilities, and information in the Department are indicated below.

- Executive Order 10450, as amended, Security Requirements for Government Employment, April 27, 1953.
- Executive Order 12968, Access to Classified Information, August 2, 1995.
- Adjudicative Guidelines for Determining Eligibility for Access to Classified Information (32 CFR Part 147).
- Executive Order 13292, Further Amendment to Executive Order 12958, as amended, Classified National Security Information, March 25, 2003.
- Implementing Directive for Executive Order 12958, Classified National Security Information (32 CFR Part 2004).
- Part 731, Suitability; Part 732, National Security Positions; and Part 736, Personnel Investigations, of Title 5 of the Code of Federal Regulations.
- Suspension and Removal (5 U.S.C. § 7532).
- Requirement for background checks for employees providing child care services in Federal facilities (42 U.S.C. § 13041).
- Procedures governing access to classified information (50 U.S.C. § 435).
- Classification, Declassification, and Public Availability of National Security Information (15 CFR Part 4a).
- Disclosure of classified information (18 U.S.C. § 798).
- Unauthorized removal and retention of classified documents or material (18 U.S.C. § 1924).



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- Offenses concerning communication of classified information by government officer or employee to an agent or representative of a foreign government (50 U.S.C. § 783).
- Invention Secrecy Act of 1951, as amended (35 U.S.C. §§ 181-188).
- Atomic Energy Act of 1954, as amended (Public Law 83-703, as amended), which appears generally as 42 U.S.C. § 2011 et seq.
- Requirements for the protection of safeguards information (providing safeguards for the protection of nuclear energy classified and restricted data) (10 CFR 73.21).
- Director of Central Intelligence Directive 1/19, Security Policy for Sensitive Compartmented Information and Security Policy Manual, March 1, 1995.
- Director of Central Intelligence Directive 1/20, Security Policy Concerning Travel and Assignment of Personnel with Access to Sensitive Compartmented Information, December 29, 1991.
- Director of Central Intelligence Directive 1/21, Physical Security Standards for Sensitive Compartmented Information Facilities (SCIF), July 29, 1994.
- Director of Central Intelligence Directive 6/3, Protecting Sensitive Compartmented Information within Information Systems, June 5, 1999.
- Director of Central Intelligence Directive 6/4, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information (SCI), July 2, 1998.
- Presidential Policy Memorandum for Executive Departments and Agencies, "Upgrading Security at Federal Facilities," June 28, 1995.
- "Vulnerability Assessment of Federal Facilities," U.S. Department of Justice, June 28, 1995.
- Physical protection and building security (41 CFR 101-20.103).
- Child care centers for Federal workers and allotment of space in Federal Buildings (40 U.S.C. § 590).
- "Child Care Center Design Guide," PBS 3425-13, U.S. General Services Administration, June 1998.
- Conduct on Federal Property (41 CFR 101-20.3).
- Possession of firearms and dangerous weapons in Federal facilities (18 U.S.C. § 930).
- Law enforcement authority of Secretary of Homeland Security for protection of public property (40 U.S.C. § 1315).
- "Contract Guard Information Manual," U.S. General Services Administration, April 2001.
- Compliance with nationally recognized codes (40 U.S.C. § 3312).
- Fire safety systems in federally assisted buildings (15 U.S.C. § 2227).
- Fire Protection (Fire Safety) Engineering (41 CFR 101-6.6).
- Safety and Environmental Management (41 CFR 102-80).
- General Reference Guide for Real Property Policy, U.S. General Services Administration, April 1998.
- National Fire Protection Association, Publication 10, Standard for Portable Fire



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Extinguishers, 1998 Edition.

- National Fire Protection Association, Publication 101, Life Safety Code, 2000 Edition.
- National Fire Protection Association, Publication 914, Code for Fire Protection of Historic Structures, 2001 Edition.
- National Fire Protection Association, Publication 5000, NFPA Building Construction and Safety Code, 2001 Proposed Standard.
- Department Organization Order 10-5, Chief Financial Officer and Assistant Secretary for Administration.
- Department Organization Order 20-6, Deputy Assistant Secretary for Security.
- Department Administrative Order 202-731, Position Sensitivity for Personnel Suitability and Personnel Security Purposes.
- Department Administrative Order 202-751, Discipline.
- Department Administrative Order 206-5, Occasional Use of Public Areas in Public Buildings.
- Department Administrative Order 207-10, Inspector General Investigations.
- Department Administrative Order 207-11, Official Investigative Credential and Badge.

103 Delegation of Authority

Department Organization Order (DOO) 10-5, Chief Financial Officer and Assistant Secretary for Administration, authorizes the position of Director for Security. DOO 20-6, Director for Security, designates the Director as the “senior agency official” responsible for directing and administering security programs in the Department. The Director also heads the Office of Security. The duties and responsibilities of the Director include, but are not limited to, the activities and functions listed below.

A. The Director has Department-wide staff management responsibility for establishing policies and procedures for:

1. Granting eligibility for access to national security information (security clearances).
2. Safeguarding classified and sensitive documents and information.
3. Protecting Department personnel.
4. Evaluating security risks.
5. Establishing emergency preparedness plans.
6. Implementing communications security.
7. Providing guidance to departmental offices and operating units on security related matters.



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8. Ensuring compliance with security policies and procedures.

B. The Director shall:

1. Ensure that security services indicated in the functional areas listed above are provided to all Department of Commerce organizations and personnel.
2. Establish and maintain a departmental "Occupant Emergency Program" in accordance with applicable laws and regulations.
3. Serve as the principal official responsible for coordinating and assisting in the establishment and continuation of a Department-wide emergency preparedness program.
4. Serve as the Department's liaison with Federal, state, and local government agencies and organizations regarding security matters, executive protection, intelligence security, and administrative investigations not under the jurisdiction of the Inspector General.
5. Enforce the security elements of the Office of Administrative Services management policy.
6. Establish a Security Council that represents all operating units in the Department of Commerce.

C. The Director shall be responsible to:

1. Ensure effective implementation of E.O. 13292, Further Amendment to Executive Order 12958, as amended, Classified National Security Information, or successor policy, as the senior agency official designated by the Secretary of Commerce under the provisions of Section 5.4. (d) of that Order, concerning the authority to classify and protect national security information in the Department.
2. Ensure effective implementation of E.O. 12968, Access to Classified Information, or successor policy, as the senior agency official designated by the Secretary of Commerce under the provisions of Section 6.1. (a) of that order, concerning the eligibility for access to national security information.
3. Ensure effective implementation of National Security Decision Directive 298, National Operations Security Program, or successor policy, as the departmental planner for Operations Security.
4. Ensure effective implementation of E.O. 12829, National Industrial Security Program,



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January 6, 1993, or successor policy, as senior agency official to direct and administer the Department's implementation of and compliance with the National Industrial Security Program.

5. Ensure effective implementation of E.O. 10450, Security Requirements for Government Employees, April 27, 1953, and 5 Code of Federal Regulations Part 732, National Security Positions, and their successor policies, as the senior agency official designated by the Secretary of Commerce.

6. Ensure effective support of the National Foreign Intelligence Program as required by E.O. 12333, United States Intelligence Activities, December 4, 1981, Section 1.6.

104 Status and Applicability of the Security Manual

A. The Security Manual establishes security policies and provides procedural guidance for the effective administration of security programs in the Department. The provisions of the Security Manual apply to all departmental operating units, offices, facilities, employees, contractors and associates, and others who have access to departmental facilities, information, personnel, or IT systems.

B. The policies and procedures outlined in the Security Manual take precedence over the security policies of any operating unit, bureau, or office in the Department; however, nothing in these regulations shall be construed as contrary to the provisions of any statute or Federal regulation. In the event of a conflict, specific statutory provisions shall apply.

C. The senior official or manager of each operating unit, office, or facility in the Department is responsible for the safety and security of all personnel, property, and information under his/her jurisdiction. In addition, managers, supervisors, and employees have specific security responsibilities prescribed in the Security Manual. Employees and other personnel associated with the Department shall report all incidents or conditions contrary to these requirements to their security contact, servicing security officer, or the Office of Security.

D. Failure to comply with the Department's security policies, procedures, or regulations may result in a written notice of violation and other administrative action as appropriate, including revocation of security clearance or removal from Federal Government service. Violations of any law or regulation may result in disciplinary action based on DAO 202-751, Discipline. If an employee violates a criminal statute, the matter shall be reported to the Office of Inspector General for possible referral to the Department of Justice.



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105 Issuance of the Security Manual

The Security Manual is issued by the Office of Security and is available on the Office of Security's departmental web site at <http://www.doc.gov/osy>. Revisions to the Security Manual will be posted periodically on the web site as appropriate.

106 Interpretation

Any question concerning interpretation of the provisions of the Security Manual and all recommendations for changes to security policies and procedures in the Security Manual should be referred to the Office of Security through an operating unit's servicing security officer.

107 Supplementary Requirements and Guidance

The Office of Security will review any supplemental policies, procedures, and other forms of written guidance developed by an operating unit prior to being issued. The review will determine appropriateness, technical accuracy, and compliance with laws, Federal regulations, and Department of Commerce policies and procedures.

108 Requests for Exception to Policy or Procedure

All requests for exceptions to security policies and procedures in the Security Manual must be made to the Office of Security. Requests for all exceptions must be in writing and adequately provide an alternative for safeguarding or affording equivalent protection for all affected personnel, property, or facilities.

109 Effect on Other Orders

This manual supersedes all previous security manuals governing security administration in the Department, specifically, the Personnel Security Manual, dated December 1, 1988, the Physical Security Manual, dated May 1, 1990, and the National Security Information Manual (undated).