

State of Idaho
Security Assurance Agreement
SAA-ID-2015
October 1, 2015 through September 30, 2020

The State of Idaho, Department of Environmental Quality (State) has state and federally authorized governing authorities and oversight responsibilities for environmental requirements that are applicable to the Idaho National Laboratory (INL). State employees require access to the INL Site to carry out these environmental authorities. In addition, State employees need access to Department of Energy, Idaho Operations Office (DOE-ID) facilities to support non-regulatory activities and to exchange relevant technical information with DOE-ID to support the State's environmental monitoring efforts and evaluation of potential public health or safety impacts and emergency management matters.

DOE-ID is sponsoring the State for a federal Non-possessing facility clearance with access to classified information up to the Secret Restricted Data (SRD) level. This facility clearance does not authorize storage of classified matter at any State office but does allow State employees to obtain DOE access authorizations (L and Q clearances) as needed to perform official duties. Building Access Only (BAO) badges will allow State employees access to all DOE-ID and INL facilities to perform regulatory and oversight functions. State employees that need access to classified information, NRF facilities or the Special Manufacturing Capabilities (SMC) facility will be issued DOE access authorizations. An "L" clearance is required for access to Confidential Restricted Data (CRD), Secret National Security Information (SNSI), the NRF facility, and the SMC facility. State employees that have the need to access Secret Restricted Data (SRD) will be processed for a "Q" clearance.

The purpose of this Security Assurance Agreement (SAA) is to establish a process by which State employees will be granted Site access and access authorizations to DOE-ID Site and contractor facilities. Oversight activities will continue to be divided among individual grants; however, all authorization for Site access and access authorizations will be governed by this SAA. This SAA replaces the SAA between the State and DOE-ID executed on July 5, 2011. The SAA is in effect through September 30, 2020 and may be extended as mutually agreed. This SAA must be signed by the Director of the Idaho Department of Environmental Quality (DEQ), the DOE-ID INL Oversight Coordinator and the DOE-ID Facility Clearance Manager (FSO). For purposes of carrying out details of this agreement, the DEQ Director has appointed **Susan Burke** as the State Facility Security Officer.

All identified State regulatory and oversight employees will receive DOE badges for Building Access Only (BAO) or access authorizations (L or Q) under this SAA, registered under Facility Code 8872. DOE's obligation to issue badges and access authorizations is subject to each State employee's ability to satisfy all applicable requirements for badges and access authorizations. All State employees will receive Local Site Specific Only (LSSO) badges that will have the affiliation annotated as "State of Idaho". Badges, regardless of date issued, will have an expiration date of September 30, 2020. All issued HS-PD12 badges will be replaced with LSSO badges at the time of credential re-certification or in the event of clearance downgrade.

Each State employee who is being processed for or holds a DOE access authorization will be subject to random drug testing as required by 10 CFR Part 707 Workplace Substance Abuse Programs at DOE Sites.

The State Facility Security Officer will submit to the DOE-ID Facility Clearance Manager the attached *Clearance Justification Form* for each new employee that will require an access authorization.

DOE shall issue site access badges for up to five years with an expiration date of September 30, 2020 under the following conditions:

- 1) The State Facility Security Officer will provide an annual certification to the DOE-ID Security Division that all badges issued to State employees have been accounted for. This annual certification will include recertifying the continuing need for site access and BAO and access authorizations (L and Q). This annual certification must be submitted to the DOE-ID Facility Clearance Manager by no later than February 15 of each calendar year for State employees' Site access to remain valid.
- 2) Failure to provide annual certifications of required training, Site access and BAO and access authorizations (L and Q) and accounting of badges will result in State badge access being reduced to one year increments.
- 3) The State Facility Security Officer must review all changes to employee job duties and re-evaluate the need for continuing Site access and BAO and access authorizations (L and Q) and adjust accordingly.
- 4) Badges that have been issued to State employees that are no longer required due to downgrading of access authorizations, reassignment or termination must be returned to DOE-ID Facility Clearance Manager or the Badging Office at the Willow Creek Building immediately. The attached Security Termination Statement, DOE Form 5631.29, will need to be submitted with each badge for employees that were issued an access authorization (L or Q).
- 5) The State Facility Security Officer (with assistance from the appointed BEA training coordinator) will certify annually that all State employees are current in safety training for Site access and security training for BAO and access authorizations (L and Q). The attached training matrix identifies what training will be required for Site access, BAO and access authorizations (L and Q). The DOE-ID SAA Representative will review the attached training matrix annually and update as needed.
- 6) Any State employee that is found to be deficient in any required training will have Site access suspended until training is brought current. Request for reinstatement of Site access must be sent to the DOE-ID Facility Clearance Manager with supporting documentation of completed training.
- 7) All Site access, BAO and access authorizations (L and Q) and training issued for State employees must be necessary, as justified by the State, to perform regulatory and oversight duties. In the event DOE-ID disagrees with the justification provided by the State or requires further information, the

State and DOE-ID shall meet to resolve any concerns. The final authority to issue badges and access authorizations rests with DOE-ID.

- 8) The State will not request site access, BAO or access authorizations for any non-state employee. Subcontractor employees must be processed through official channels. Contact the DOE-ID Facility Clearance Manger for assistance.
- 9) DOE-ID reserves the right to suspend or revoke any individual’s badge or access authorization at any time DOE-ID obtains derogatory information which affects the individual’s eligibility to maintain access authorization, in accordance with the DOE Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material, 10 CFR Part 710.

Format for Annual Certification:

The following State of Idaho Department of Environmental Quality employee access and badging requirements have been reviewed and are accurate:

Employee Name	S#	Badge Authorization BAO/Clearance	Escort Required (Y/N)	Unescorted Access- include complete list of applicable facilities	Training Current (Y/N)

 Signature of Certifying Official

 Title

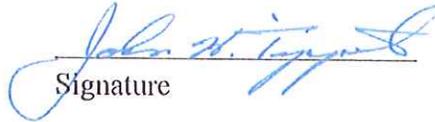
 Date

Footnote:

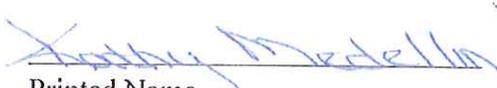
- 1) The State does not have an official drug testing policy that satisfies federal requirements; therefore, it will participate in the DOE program. Required drug tests are a 5-panel drug screen and include testing for methamphetamine based drugs. Employees that receive positive drug tests will have their access authorization terminated immediately. DOE-ID will provide the required drug testing through the Site M&O contract.

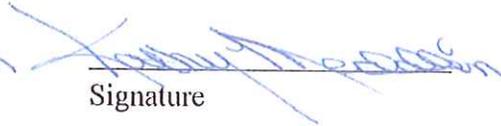
By signatures below, parties hereto agree to the above stated conditions:

John H. Tippets
Printed Name
Director, Idaho Department
Of Environmental Quality


Signature

8/31/15
Date


Printed Name
DOE-ID SAA Representative


Signature

8-26-15
Date

DEE ANN BROWN
Printed Name
DOE-ID Facility Clearance Manager


Signature

9/14/2015
Date

DOE-ID CLEARANCE JUSTIFICATION FORM

Employee Full Name: _____

Job Title: _____

Social Security Number: _____

Date of Birth: _____

Place of Birth: _____

Email Address: _____

I have reviewed the job responsibilities of the above-named employee and have determined that he/she requires one of the following:

"L" CLEARANCE

Access to Secret or Confidential Formerly Restricted Data or National Security Information

Access to Confidential Restricted Data

Routine access to Security Area(s) where clearance or escort is required

Location: _____

"Q" CLEARANCE

Access to Category I or II quantities of Special Nuclear Material (SNM)

Access to Secret Restricted Data, Top Secret Formerly Restricted Data, Top Secret National Security Information

"BAO" CLEARANCE (Building Access Only)

No clearance is required

JUSTIFICATION: The supervisor must justify the need for a security clearance for the employee. The justification must describe, in detail, **without revealing classified information**, the duties/responsibilities of the employee, and the level of classified information to be accessed by the employee, and the name and description of the classified program requiring a clearance. (See 2nd page for examples)

NOTE: The security clearance will not be processed unless the requested clearance level has been justified above. Return completed form to:

U.S. Department of Energy, Idaho Operations Office
1955 Fremont Avenue, MS 1170
Personnel Security, ATTN: Matthew P. Perkins
Idaho Falls, ID 83415-1170

Supervisor's Printed Name: _____

Supervisor's Signature: _____ Date: _____

Personnel Security Manager: _____ Date: _____

SECURITY CLEARANCE JUSTIFICATION GUIDANCE

The supervisor must justify the need for a security clearance for the employee. The justification must be detailed without revealing classified information. The reasons for a DOE security clearance must be specific and demonstrate a real need; a direct linkage between the employee's duties/responsibilities and the need for a clearance must be shown. The following are examples of acceptable clearance justifications:

- ❖ As a Program Analyst in the Statistics Division, Mr. Jones will prepare classified reports at the Secret National Security Information (NSI) level on potential energy emergencies, participate in planning for energy emergencies, and attend classified meetings at the Secret NSI level relative to these topics as the division representative.

- ❖ Ms. Smith is a Computer System Engineer involved in system analysis/development. Ms. Smith will be involved in design and development of the Tritium Recovery System for DOE-ID. Access to detailed classified information up to the Secret Restricted Data level regarding material control/accountability will be required.

General Information

If it known that the employee may be retiring or changing to a job that will not require the same level of clearance, or any clearance at all, this information should be included on the Clearance Justification form. Be sure to include the approximate date the event will occur.

The general statement that an "L" or "Q" clearance is required to access DOE facilities is insufficient. The justification must specify the level of classified information to be accessed and the reason for such access. If an "L" or "Q" clearance is required simply for physical access to a facility or area, the name and location must be provided as well as the reason for the individual to access the facility or area.

Employees who experience a clearance change will be notified for rebadging purposes.