



Department of Energy

Washington, DC 20585

November 23, 2010

Mr. Frank Armijo
President and General Manager
Mission Support Alliance, LLC
P.O. Box 650
Richland, Washington 99352

Dear Mr. Armijo:

The Office of Health, Safety and Security's Office of Security Enforcement conducted an onsite regulatory assistance review from July 26 – 29, 2010, of the classified information security program elements that support the Mission Support Alliance, LLC (MSA) regulatory compliance program. Our review included: an evaluation of MSA processes for identifying, reporting and tracking classified information security noncompliances; MSA internal tracking systems; and processes for correcting deficiencies to prevent recurrence. The Office of Security Enforcement also conducted a limited review of MSA management and safeguards and security self-assessment programs.

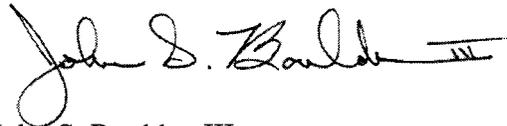
Although MSA is in the initial stages of integrating security activities and 10 C.F.R. Part 824 into its existing enforcement program, the Office of Enforcement is encouraged by MSA's initiatives related to implementation of its security regulatory compliance program. The results of this review, described in the enclosed report, identified both strengths and weaknesses with MSA's security enforcement program.

Correction of the weaknesses noted in this report may support the Office of Enforcement in providing mitigation as described in the U.S. Department of Energy Enforcement Policy (10 C.F.R. Part 824, appendix A) for any future classified information security related enforcement action against MSA.



No reply to this letter is required. If you have any questions regarding this review, please contact me at (301) 903-2178, or your staff may contact Mr. Steven Crowe, Director, Office of Security Enforcement, at (301) 903-0107.

Sincerely,

A handwritten signature in black ink that reads "John S. Boulden III". The signature is written in a cursive style with a prominent loop at the beginning of the first name and a horizontal line at the end.

John S. Boulden III
Acting Director
Office of Enforcement
Office of Health, Safety and Security

Enclosure

cc: Matthew McCormick, DOE/RL
Steve Hafner, MSA
Craig Walton, MSA
Terry Woodford, MSA

**OFFICE OF SECURITY ENFORCEMENT
REGULATORY ASSISTANCE REVIEW
MISSION SUPPORT ALLIANCE, LLC**

I. Introduction

During July 26-29, 2010, the U.S. Department of Energy (DOE) Office of Security Enforcement, within the Office of Health, Safety and Security, conducted a regulatory assistance review of the classified information security programs managed by Mission Support Alliance, LLC (MSA) located at the Hanford Site in Richland, Washington. The review was conducted in a manner consistent with the guidance provided in the DOE *Enforcement Process Overview*, dated June 2009, which can be found on the Office of Health, Safety and Security website under the Office of Enforcement at:

http://www.hss.energy.gov/enforce/Final_EPO_June_2009_v4.pdf

This review included an evaluation of the processes the MSA Safeguards and Security Organization (SAS) uses for identifying classified information security noncompliances; reporting and tracking classified information security noncompliances in the Safeguards and Security Information Management System (SSIMS); using MSA internal deficiency tracking/trending systems; and correcting deficiencies to prevent recurrence. It also included a limited review of MSA management and internal assessment programs and an evaluation of MSA's efforts to integrate the classified information security regulatory compliance assurance program – as defined by Title 10 Code of Federal Regulations (C.F.R.) Part 824, *Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations*, and Departmental security policies – with the existing regulatory compliance assurance program, which includes both nuclear safety and worker safety and health enforcement (hereinafter referred to as the enforcement program). At the time of this review, MSA had only recently recognized the need to integrate 10 C.F.R. Part 824 requirements into the existing enforcement program.

This review identified both strengths and weaknesses regarding the effectiveness of the MSA regulatory compliance assurance program for classified information security. These are listed below and then discussed in further detail in the appropriate sections of this report.

Strengths

- Management attention and commitment to the overall security program are evident, as exemplified, in part, by the ongoing effort to reduce classified holdings and apply stringent administrative controls to limit the number of personnel with access to classified information.
- MSA classified matter protection and control (CMPC) program personnel are well trained and knowledgeable of program requirements and provide subject matter expert (SME) assistance as necessary.

- MSA incidents of security concern (ISC) program personnel are proactive in responding to security incidents, knowledgeable of program requirements, and have years of investigative experience.
- MSA uses a multi-disciplinary team approach for initial categorization of security incidents that includes SMEs and the Richland Operations Office (RL), as appropriate.
- The ISC program has implemented a conservative approach to the categorization of security incidents involving the protection and control of classified information.
- Cyber security has a close and effective relationship with the ISC program and provides SME assistance as necessary.
- The ISC program conducts thorough security incident inquiries and completes timely, well-documented inquiry reports.
- MSA has an effective security awareness briefing program that provides timely and meaningful information and lessons learned on classified information security topics and requirements.
- Safeguards and security noncompliances identified as a result of security incidents or external/internal assessments are maintained in the MSA Sensitive Issues Tracking System (SITS), which is a centralized database designed to ensure the effective management of all safeguards and security related noncompliances.
- All corrective actions resulting from findings, regardless of the source (e.g., self-assessments, security incidents, security surveys, inspections, investigations), are independently validated by the corrective action management (CAM) program.
- MSA requires site-specific training for all personnel responsible for conducting causal analysis.
- The MSA self-assessment program is administered by an experienced manager and is well documented. In addition, assessment reports contain a significant amount of detail describing what was evaluated, how the evaluation was conducted, and the evaluation results.

Weaknesses

- Applicable requirements identified in 10 C.F.R. Part 824 are not formally documented in any of the MSA local CMPC, ISC, cyber security, or enforcement program procedures, nor are they included in any of the local training that addresses classified information security topics.
- The integration of 10 C.F.R. Part 824 into MSA's existing enforcement program, and associated roles and responsibilities have not yet been formally defined and documented.

- The enforcement coordinator does not receive all available information that addresses MSA's performance related to the protection and control of classified information, such as trending and analysis data, protective force daily incident reports, and external audit reports, such as those resulting from RL security surveys, Independent Oversight inspections and other government agency investigations (e.g., Inspector General (IG) and Government Accountability Office (GAO)).
- The MSA enforcement coordinator has been excluded from the ISC process and is currently not notified of security incidents involving classified information.
- While MSA is in compliance with DOE directive requirements for reporting ISC's, they have chosen not to follow the guidance (i.e., Memorandum, dated December 18, 2007, for Safeguards and Security Directors, Subject: Incidents of Security Concern) issued by the Office of Security Technology and Assistance (HS-80) regarding the responsibility of DOE and National Nuclear Security Administration (NNSA) sites to enter initial notifications on incidents of security concern, inquiry reports, and infraction forms into SSIMS.
- MSA does not have an integrated trending and analysis process to ensure that all identified noncompliances involving classified information are included in its trending and analysis efforts.
- The restrictive criteria in the MSA procedure for causal analysis could discourage a formal causal analysis from being conducted in some cases where it is warranted, thereby limiting the opportunity to determine the root cause and implement corrective actions to prevent recurrence of less-severe classified information noncompliances.
- The self-assessment scope and methodology, particularly in the subtopical area of CMPC, are limited in that the assessments do not address the other topical areas (e.g., protection program management, physical security, and protective force) that contribute to the protection of classified information.
- CMPC assessments could be enhanced with an increased emphasis on the quality of performance-based activities designed to demonstrate program effectiveness.

II. General Program Implementation

At the time of this review, MSA had not yet fully integrated 10 C.F.R. Part 824 requirements into its existing enforcement program. Likewise, the security enforcement program requirements have not been included in the SAS programs designed to protect and control classified information. Based on discussions with SAS management, staff members are aware of the regulatory requirements associated with 10 C.F.R. Part 824; however, these requirements are not formally documented in any MSA procedures or local training that address classified information security topics.

MSA management indicated that a concerted effort has been made to reduce the total number of classified holdings at the Hanford Site, as well as limiting the number of personnel with access to

classified information and reducing the number of areas where classified information is stored. These measures have significantly decreased the likelihood of classified information being lost, compromised, or mishandled. In addition, this review found that the MSA classified assets are strictly controlled by trained and knowledgeable CMPC custodians. MSA also employs stringent and conservative administrative controls on classified information, which further reduces the opportunity for noncompliances. All MSA custodians and employees with access to classified information are required to receive initial and annual CMPC training.

In addition to the lack of integration of 10 C.F.R. Part 824 into MSA's existing enforcement program, associated roles and responsibilities have not yet been formally defined and documented. Discussions with MSA staff revealed that the recently appointed enforcement coordinator does not possess a security clearance; however, MSA is in the process of requesting the appropriate clearance necessary to support this activity. To better facilitate a proactive, effective security enforcement program, the enforcement coordinator should receive information that addresses MSA's performance related to the protection and control of classified information, such as ISC inquiry reports, trending and analysis data, protective force daily incident reports, and external audit reports (e.g., RL security surveys and IG and GAO investigations). MSA management's continued attention and commitment to the overall security program are crucial to the successful integration of its classified information security programs with the existing MSA enforcement program.

Strengths

- Management attention and commitment to the overall security program are evident, as exemplified, in part, by the ongoing effort to reduce classified holdings and apply stringent administrative controls to limit the number of personnel with access to classified information.
- MSA CMPC program personnel are well trained and knowledgeable of program requirements and provide SME assistance as necessary.

Weaknesses

- Applicable requirements identified in 10 C.F.R. Part 824 are not formally documented in any of the MSA local CMPC, ISC, cyber security, or enforcement program procedures, nor are they included in any of the local training that addresses classified information security topics.
- The integration of 10 C.F.R. Part 824 into MSA's existing enforcement program, and associated roles and responsibilities have not yet been formally defined and documented.
- The enforcement coordinator does not receive all available information that addresses MSA's performance related to the protection and control of classified information, such as trending and analysis data, protective force daily incident reports, and external audit reports, such as those resulting from RL security surveys, Independent Oversight inspections and other government agency investigations (e.g., IG and GAO).

III. Identification and Reporting of Security Incidents

MSA procedure MSC-PRO-416, *Reporting ISC*, describes the requirements for the timely identification, notification, inquiry, reporting, and follow-up of security incidents. According to this procedure, when any MSA employee observes, finds, or has knowledge of information regarding an incident of security concern, the employee is to immediately report this information to the Patrol Operations Center or to a manager/supervisor, who in turn would report to the Patrol Operations Center. Additionally, if the security incident involves classified information, special nuclear material (SNM), or other security interests, reasonable efforts must be taken to safeguard and protect those interests, as well as any evidence associated with the event.

Security incidents reported through the ISC program are categorized and resolved in accordance with DOE Manual 470.4-1, *Safeguards and Security Program Planning and Management*. SAS utilizes a multi-disciplinary approach for initially categorizing security incidents involving classified information and consults with appropriate SMEs (e.g., cyber security, physical security, CMPC) as necessary. RL also helps determine the appropriate security incident categorization. Based on discussions with SAS personnel responsible for determining the impact measurement index (IMI) categorization, it is apparent that MSA employs a conservative approach when determining the initial categorization of security incidents. If classified information is found to have been processed or stored on an unclassified information system, the cyber security staff is required to take the appropriate action to contain and sanitize the affected systems and provide support to the inquiry official, as needed. In case of a security incident involving the potential loss or compromise of classified information, the MSA procedure requires the DOE Office of Environmental Management (EM) to be notified within 30 minutes. The MSA CMPC program manager or the assigned inquiry official is responsible for notifying RL and the DOE Headquarters Emergency Operations Center. However, the MSA enforcement coordinator has been excluded from this process and is currently not notified of security incidents involving classified information.

During this review, the Office of Security Enforcement examined 17 security incident files and determined that the IMI categorizations were accurate and all requisite initial reporting and incident inquiry timelines were met. The final inquiry reports were thorough and included the required supporting evidence and documentation. Discussions with personnel assigned to the ISC program revealed that the staff is knowledgeable of program requirements and MSA operations, and staff members have years of investigative experience. Each inquiry official has attended the required inquiry training at the DOE National Training Center and recently completed Human Performance Improvement training.

Through discussions with ISC personnel, the review team learned that MSA has chosen not to follow the guidance issued by HS-80 regarding the responsibility of DOE and NNSA sites to enter initial notifications of incidents of security concern, inquiry reports, and infractions into SSIMS. Instead, MSA manually completes the required incident reporting forms, as required by DOE directives. The initial notification form (i.e., DOE Form 470.1) is faxed to the DOE Headquarters Emergency Operations Center, and the hard copy inquiry reports are mailed to HS-80 for data entry into SSIMS. However, a review of SSIMS data found that the MSA incident information has not been entered into SSIMS, contrary to what MSA had assumed.

According to MSA personnel, “self-reporting” is encouraged and is supported by communicating identified security concerns to the entire MSA population through its initial, annual, and comprehensive security awareness briefings. SAS has also demonstrated extensive outreach by emphasizing employee reporting responsibilities in security education briefings and by posting reporting requirements on the MSA employee website. Information regarding security incidents is provided to the security awareness program to ensure that lessons learned can be incorporated into future awareness briefings; however, security incident information is not currently provided to the formal Hanford Site lessons-learned program. Consideration should be given to ensuring that this information is included in the Hanford lessons-learned program to allow for wider dissemination of security-related information.

Strengths

- MSA ISC program personnel are proactive in responding to security incidents, knowledgeable of program requirements, and have years of investigative experience.
- MSA uses a multi-disciplinary team approach for initial categorization of security incidents that includes SMEs and RL, as appropriate.
- The ISC program has implemented a conservative approach to the categorization of security incidents involving the protection and control of classified information.
- Cyber security has a close and effective relationship with the ISC program and provides SME assistance as necessary.
- The ISC program conducts thorough security incident inquiries and completes timely, well-documented inquiry reports.
- MSA has an effective security awareness briefing program that provides timely and meaningful information and lessons learned on classified information security topics and requirements.

Weaknesses

- The MSA enforcement coordinator has been excluded from the ISC process and is currently not notified of security incidents involving classified information.
- While MSA is in compliance with DOE directive requirements for reporting ISC’s, they have chosen not to follow the guidance (i.e., Memorandum, dated December 18, 2007, for Safeguards and Security Directors, Subject: Incidents of Security Concern) issued by HS-80 regarding the responsibility of DOE and NNSA sites to enter initial notifications on incidents of security concern, inquiry reports, and infraction forms into SSIMS.

IV. Issues Management and Trending

Although MSA does not currently use SSIMS to report and track security incidents, it does have an internal issues management system, SITS, for tracking all security-related noncompliances, whether identified by internal or external sources. SITS also contains corrective actions associated with each noncompliance. Noncompliances are entered and tracked through closure in accordance with SAS-5850, *Corrective Action Management*, which addresses the documentation, tracking, and trending of noncompliances involving classified information, along with the associated corrective actions.

When a finding is identified, regardless of source (e.g., self-assessments, security incidents, security surveys, inspections, investigations), the CAM program manager assigns ownership of corrective actions. The owner of the finding must develop a corrective action plan based on the causal analysis results and provide an estimated completion date. When the corrective actions are complete, the assigned manager notifies the CAM program manager of the date the action was completed. The CAM process provides for the independent validation of all corrective actions resulting from findings.

Causal analyses are performed by a CAM team consisting of the responsible manager, a chairperson, and the finding initiator. MSA procedure requires that all personnel assigned to conduct causal analyses must first receive site-specific training on causal analysis techniques and implementation. This team performs an informal causal analysis to determine apparent causes for identified findings unless the issue meets the established criteria for a formal causal analysis, or when directed by RL.

Based on MSA procedures, a formal causal analysis is required only if the cause cannot be determined by an informal causal analysis or if the finding indicates a single-point failure that would likely lead to one of the following significant security events:

- Loss of accountability or theft or diversion of Category I or II quantities of SNM
- Confirmed loss or unauthorized disclosure of classified matter
- Radiological sabotage incident, as defined by DOE Order 470.3B, *Graded Security Protection Policy*
- Significant vulnerability in the overall Hanford Site security posture
- Significant vulnerability of a Protected Area or material access area

Therefore, based on the restrictive criteria implemented by MSA, as directed by RL, only the most severe findings receive a formal causal analysis; all others require only an informal causal analysis to determine apparent causes. The restrictive criteria for a formal causal analysis could discourage the opportunity for rigorous review of classified information events, or for determining the root cause of recurring trends involving less severe classified information findings.

Although MSA typically has a low number of security incidents and noncompliances involving the protection and control of classified information, its existing trending process does not currently take into consideration all noncompliances resulting from ISCs, external reviews, or

self-assessments. The lack of a fully integrated trending process could lead to faulty conclusions about performance effectiveness and prevent the early detection of noncompliant conditions. To allow for a more accurate analysis of the MSA information security program, MSA should consider evaluating all data pertaining to classified information; regardless of the source, in its trending and analysis activities.

Strengths

- Safeguards and security noncompliances identified as a result of security incidents or external/internal assessments are maintained in SITS, which is a centralized database designed to ensure the effective management of all safeguards and security related noncompliances.
- All corrective actions resulting from findings, regardless of the source (e.g., self-assessments, security incidents, security surveys, inspections, investigations), are independently validated by the CAM program.
- MSA requires site-specific training for all personnel responsible for conducting causal analysis.

Weaknesses

- MSA does not have an integrated trending and analysis process to ensure that all identified noncompliances involving classified information are included in its trending and analysis efforts.
- The restrictive criteria in the MSA procedure for causal analysis could discourage a formal causal analysis from being conducted in some cases where it is warranted, thereby limiting the opportunity to determine the root cause and implement corrective actions to prevent recurrence of less-severe classified information noncompliances.

V. Assessments

The purpose of the MSA self-assessment program is to provide assurance that security assets are protected at appropriate levels and to facilitate improvement and correction of the overall safeguards and security program. These goals are accomplished by self-identifying noncompliant conditions during assessment activities.

MSA's self-assessment program is administered by a manager who has been in place for approximately four years, along with three personnel assigned to support assessment activities. MSA self-assessments are conducted by individuals who are independent from the personnel assigned to perform the work. MSA procedure SAS-5853, *Self-Assessment Program* (Rev. 7), dated January 4, 2010, defines guidelines and responsibilities for planning and executing self-assessments in accordance with DOE requirements. While this procedure addresses all safeguards and security topics relevant to the self-assessment program, it does not clearly identify who has the ultimate authority within MSA to assign self-assessment findings.

MSA self-assessments are conducted annually between RL periodic security surveys and include a review of all security topical and subtopical areas. Assessments are conducted by experienced personnel with sufficient training to review and assess assigned security topics. Additionally, a year-end topical area rollup report is completed for MSA management and RL.

Typically, the process for conducting a self-assessment begins with an announcement memo sent to the manager responsible for the topical area being assessed. Field personnel are notified and appointments scheduled for the conduct of assessment activities. The MSA self-assessment program manager indicated that assessors review previous assessment report(s), applicable DOE directives, contractor policies and procedures, local implementing guidance, and any outstanding corrective actions. GAO and IG reports are also reviewed to identify relevant issues from other locations within the DOE complex. A self-assessment plan is developed and includes a statement describing what is to be achieved; a scope statement describing what is to be included and/or excluded; steps necessary to conduct the self-assessment and achieve the stated objective; steps necessary to complete the self-assessment; and methods of documenting results, including report development.

Assessors are required to evaluate the adequacy, effectiveness, and compliance of the reviewed activities and provide timely notification to the appropriate manager and other designated personnel when any discrepancies are identified during the assessment. At the end of the assessment activities, the assessment team holds an exit meeting with the appropriate manager to review and discuss any identified issues. A classification review is also conducted to identify any potential vulnerabilities and/or classification concerns before the draft self-assessment report is prepared. Once the draft self-assessment report is completed, a copy is provided to the appropriate managers and subtopical area points of contact for comment. A derivative classifier reviews the final self-assessment report, and a copy of the report is provided to the CAM program manager for entry into SITS.

If an assigned manager decides that a suggestion resulting from a self-assessment does not require any corrective action, the suggestion can be closed in SITS with the approval of the appropriate SAS Director. The CAM program tracks all suggestions to closure in SITS. Findings resulting from self-assessments are entered into SITS for tracking purposes and require corrective actions. The assessor is responsible for verifying the completion of all corrective actions. Once the corrective actions are verified as closed, both the assigned manager and the CAM program manager are notified.

The review team analyzed seven self-assessment reports and concluded that they were well organized and appropriately documented the process used to support the MSA assessment team's conclusions. The review also validated that the MSA assessment methodology includes document reviews, interviews, observations, and some performance tests. However, the CMPC assessment reports evaluated by the review team were limited in scope and did not address any of the other related topical areas (e.g., protection program management, physical security, and protective force) that support the protection of classified information. Additionally, more emphasis could be placed on the quality of performance-based activities conducted during CMPC assessments. For example, employees could be asked to demonstrate key tasks required

of their positions, such as preparing a classified document to be mailed to another approved location. During the 2010 CMPC assessment, the performance tests were limited to sampling documents at random to validate the accuracy of classified holdings records and observing Classified Document Control Center practices. Increasing the frequency and broadening the scope of meaningful performance-based activities designed to demonstrate program effectiveness could enhance CMPC assessments. The review team also noted that self-assessment reports list significantly more “suggestions” rather than “findings;” thus suggesting an opportunity for a more self-critical approach. The prevalence of “suggestions” is particularly important because MSA applies a graded approach in determining the rigor of root cause analyses, extent-of-condition reviews, and corrective action validation.

Strength

- The MSA self-assessment program is administered by an experienced manager and is well documented. In addition, assessment reports contain a significant amount of detail describing what was evaluated, how the evaluation was conducted, and the evaluation results.

Weaknesses

- The self-assessment scope and methodology, particularly in the subtopical area of CMPC, are limited in that the assessments do not address the other topical areas (e.g., protection program management, physical security, and protective force) that contribute to the protection of classified information.
- CMPC assessments could be enhanced with an increased emphasis on the quality of performance-based activities designed to demonstrate program effectiveness.

VI. Conclusions

MSA is in the very early stages of integrating 10 C.F.R. Part 824 into its overall enforcement program. As a result, the security role of the enforcement coordinator has not been formally defined, nor have security enforcement program requirements been integrated into the operations of SAS.

Although weaknesses were noted, many attributes contribute to a solid programmatic foundation. A notable strength is a well established ISC program that provides for the accurate categorization of security incidents and the conduct of comprehensive inquiries by knowledgeable and trained staff. The use of SMEs in the categorization and review of inquiry results also contributes significantly to the success of the program. However, MSA still reports security incidents manually and should reconsider following the HS-80 guidance regarding automated reporting of incidents through SSIMS.

Another noted strength is the framework of the MSA self-assessment program. This program has a well developed structure and is managed by an experienced and trained professional who is familiar with evaluation practices. Self-assessment reports contain a significant level of detail and are a valuable asset to MSA in managing its security program. MSA self-assessments could

be enhanced by applying a more self-critical approach when characterizing issues as findings when judgment is called for in deciding between a suggestion and a finding. A more conservative characterization of the issues will help ensure that identified deficiencies receive appropriate causal analysis and corrective actions to prevent recurrence and that critical data points are captured for trending and analysis. MSA should consider expanding its criteria for determining when a formal causal analysis is required so that more classified information events, as well as recurring trends involving less-severe noncompliances, are afforded a more rigorous analysis process. Since all security-related noncompliances are tracked in SITS, MSA should consider performing more comprehensive trending and analysis, using all the classified information related data in the SITS database.

By addressing the weaknesses identified during this review and ensuring classified information shortcomings receive appropriate recognition and corrective actions, MSA can facilitate the Office of Security Enforcement's exercise of discretion for noncompliant conditions that are considered to be less significant, and support mitigation consideration in any future enforcement action. Any corrective actions taken to address these weaknesses should be appropriately coordinated with EM and RL.

In addition to the weaknesses identified throughout this report, the following suggestions are provided to address those concerns noted that did not rise to the level of weaknesses. The review team encourages MSA to consider these suggestions as a means of strengthening MSA's information security and enforcement programs.

MSA should consider the following suggestions:

- Benchmarking with other DOE sites regarding the integration and coordination of the security organization with the existing enforcement program.
- Contacting other sites (e.g., the Y-12 National Security Complex) to determine whether their tracking, trending, and analysis systems could improve MSA processes.
- Enhancing its self-assessments program by applying a more self-critical approach when characterizing issues as findings rather than suggestions.
- Clarifying its self-assessment program procedure to identify who ultimately has the authority to assign findings resulting from assessment activities.
- Providing security incident information to the Hanford Site lessons-learned program to allow for wider dissemination of security-related information.

List of Acronyms

CAM	Corrective Action Management
C.F.R.	Code of Federal Regulations
CMPC	Classified Matter Protection and Control
DOE	U.S. Department of Energy
EM	Office of Environmental Management
GAO	Government Accountability Office
IG	Office of the Inspector General
IMI	Impact Measurement Index
ISC	Incidents of Security Concern
MSA	Mission Support Alliance, LLC
NNSA	National Nuclear Security Administration
RL	Richland Operations Office
SAS	Safeguards and Security Organization
SITS	Sensitive Issues Tracking System
SME	Subject Matter Expert
SNM	Special Nuclear Material
SSIMS	Safeguards and Security Information Management System