

United States Government

Department of Energy

memorandum

DATE: AUG 16 1991

REPLY TO
ATTN OF: DP-4.3 (Tromley, 6-5294)

SUBJECT: Notification to Work for Others (WFO) Sponsors of Information to be Provided to Department of Energy (DOE) Personnel as Related to Classified, "Sensitive," Limited Access (including Special Access), or Other Similar WFO Projects

TO:

Manager, DOE Field Office, Albuquerque
Manager, DOE Field Office, Idaho
Manager, DOE Field Office, Nevada
Manager, DOE Field Office, Oak Ridge
Manager, DOE Field Office, Richland
Manager, DOE Field Office, San Francisco
Manager, DOE Field Office, Savannah River
Manager, Rocky Flats Office
Director, Lawrence Livermore National Laboratory
Director, Los Alamos National Laboratory
President, Sandia National Laboratories

DOE Order 4300.2A, Non-DOE Funded Work, established DOE policy and responsibilities for the review, acceptance, management, and oversight of all non-DOE funded work.

A recent Inspector General report has recommended, and Defense Programs (DP) concurred, that DP establish a policy whereby a single office at DOE Headquarters should be made aware of all nonintelligence special access programs being worked on within DOE which involve national security information, and that appropriate billets be obtained from sponsors to implement the policy. The single office in DP will be that of the Deputy Science and Technology Advisor (Defense).

The Assistant Secretary for Defense Programs (ASDP) is the Secretarial Officer who is managerially accountable to the Secretary for the management and oversight of all non-DOE funded WFO performed by DOE and DOE-contractor personnel in weapon complex and nuclear materials production facilities.

The Director, Office of Intelligence (IN-1), has been assigned the responsibility for reviewing and approving IN-related WFO proposals, and overseeing the performance of those WFO proposal activities which are accepted by DOE for implementation.

As a part of our effort to assure implementation of formal, consistent, and uniform procedures and processes in the WFO arena, it is necessary that we make some changes in the way we handle the subject kinds of work. These changes will not significantly alter the way we conduct these efforts nor will they preclude the informal coordination/discussion that normally occurs between work sponsors, the DOE Field Office, and/or Management and Operating contractor personnel.

008 143

008 143

To ensure that appropriate DOE Headquarters and field officials are aptly informed with regard to the subject WFO projects, it is requested that the requirement described below be properly conveyed to WFO sponsors. Since there have been no formal Defense Programs procedures or designations prior to this time, I have determined that, with the help of the Director, Office of Intelligence, the following procedure should be initiated as part of our overall effort to improve our management and oversight of WFO. Two categories shall describe the amount/level/kind of information the indicated DOE Headquarters official shall have of the subject projects:

1. **"Knowledgeable of"** - This refers to persons who must have a working knowledge of the specific persons and issues of a classified, "sensitive," limited access (including special access), or similar WFO Project.

The following persons in Defense Programs shall be "knowledgeable of" the subject projects:

- a. Assistant Secretary for Defense Programs and
 - b. Deputy Science and Technology Advisor (Defense); and, as applicable,
 - c. Deputy Assistant Secretary for Military Application,
 - d. Director of Research & Advanced Technology,
 - e. Director of Development, Testing & Acquisition, and
 - f. Other Defense Programs officials as I, or the Deputy Science and Technology Advisor (Defense), or the Deputy Assistant Secretary for Military Application may determine.
2. **"Aware of"** - This refers to persons who ONLY need to be "aware of" the existence of or have a general knowledge of persons and issues in the broadest sense concerning classified, "sensitive," limited access (including special access), or similar WFO projects.

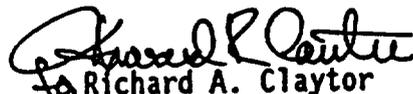
The following persons in Defense Programs shall be "aware of" the subject projects:

- a. Thomas Tromley, my designated Point-of-Contact at Headquarters for active WFO project activity, and
- b. Other Defense Programs officials as I, or the Deputy Science and Technology Advisor (Defense), or the Deputy Assistant Secretary for Military Application may determine. For example, the Director, Office of Arms Control and Nonproliferation Technology Support, where susceptibility to treaty inspection of "sensitive" activities is a risk.

The Director, Office of Intelligence (IN-1), has designated Mr. Lynn Staulcup, IN-40, to coordinate efforts to make these officials knowledgeable or aware (as applicable) of intelligence-related WFO projects.

It is requested that this information requirement be conveyed in writing to all WFO sponsors during the preliminary discussion of sponsor technical need and DOE capabilities and again upon endorsement by DOE of a new WFO proposal.

Should your staffs have any questions, please have them call Thomas Tromley on FTS 896-5294.


for Richard A. Clayton
Assistant Secretary
for Defense Programs

cc:
S-1
S-3
IN-1
AD-1
CE-1
CR-2
EH-1
EM-1
ER-1
FE-1