NOTICE

Security and Safeguards Division | November 18, 2002 | Notice No. 0107

Approval Requirements for Nonstandard Storage of Classified Matter

Background

Classified Security LIR Attachment 1 "General Requirements for Classified Matter Protection and Control" contains the requirements that must be implemented for the nonstandard storage of classified matter. LANL currently possesses 25 approved nonstandard storage locations, and further increases in programmatic work have led several organizations to request approval for additional nonstandard storage locations.

To ensure the security of classified matter throughout LANL, the Security Support Group (S-5) and directorate level security representatives have examined the existing process for approving nonstandard storage areas. This Notice shall establish and clarify requirements for review and approval of nonstandard storage locations.

The requirements for the **protection** and **control** of classified matter in nonstandard storage locations contained in Classified Security LIR Attachment 1 "General Requirements for Classified Matter Protection and Control" shall remain in effect and shall not be modified by this Notice.

Purpose

This Notice shall establish new requirements and clarify existing requirements to ensure that facilities and controls for nonstandard storage are reviewed and approved by security responsible LANL managers before being used to store classified matter.

Scope/Applicability

- The requirements contained in this Notice shall apply to all organizations seeking approval to establish nonstandard storage locations
- **Exception:** Nonstandard storage meeting any of the following criteria shall be exempt from the approval requirements contained in this Notice:
  - Storage in areas that have a current VA and a security plan approved by DOE/NNSA at the time this Notice becomes effective. **Guidance Note:** See the "Facilities Approved for Nonstandard Storage" list for areas meeting these criteria.
  - Storage for short-term, special projects where the classified matter is constantly attended by the owner or the Protective Force.
  - Storage in areas that are currently certified as Vault/VTR and are being upgraded, in conjunction with S-5, to meet current standard storage requirements.

- **Guidance Note:** Based on the following factors, the projected impact of the requirements in this Notice is low:
  - a limited amount of classified matter at LANL requires nonstandard storage,
  - the number of nonstandard storage locations to be reviewed for approval is expected to be small, and
  - all new requirements are administrative and only affect the approval process.
- The requirements contained in the Notice shall become effective December 2, 2002.

Acronyms & Initialisms

ADC—authorized derivative classifier

OLASO—Office of Los Alamos Site Operations (DOE)

SLRM—security responsible line manager

VA—vulnerability analysis

Definitions

nonstandard storage of classified matter—Storage of Top Secret, Secret, and Confidential classified matter whose size, weight, construction, or other characteristics prevent storage as specified in Chapter III, DOE Manual 471.2-1B, paragraphs 2.a and b. Nonstandard storage of classified matter shall be based on minimum protection measures of the matter being located within a Limited Security Area, a documented vulnerability analysis, and the protection measures documented in the vulnerability analysis report.

General Requirements

Person/Organization	Shall
SRLM (of requesting organization)	• Determine if classified matter requires nonstandard storage. • Submit the following documentation to the Physical Security and Counterintelligence Policy Board: o a "Security Request for Nonstandard Storage," o a VA for the proposed nonstandard storage location, and o a security plan detailing the controls associated with the nonstandard storage location. **Guidance Note:** Documents containing information about nonstandard storage of classified matter should be reviewed by an ADC. • Coordinate the addition of the nonstandard storage location with the facility owner. • Ensure that the Facility Security Plan and the Facility-Tenant Safeguards and Security Agreement are updated to reflect approved nonstandard storage locations. • Ensure that the nonstandard storage location is annually submitted for review to the Physical Security and Counterintelligence Policy Board. See the "Annual Review of Nonstandard Storage Areas" section below for more information. • Notify S-5 when a nonstandard storage location is no longer required.

Security Integration Group (S-2)	• Conduct a VA for any proposed nonstandard storage location, as requested. • Coordinate compensatory measures and security response issues with the Protective Force. • Ensure the Protective Force is notified when a nonstandard storage site is no longer in use.
Security Support Group (S-5)	• Review compensatory measures and administrative controls for approved nonstandard storage areas. • Deliver requests for nonstandard storage to OLASO following approval by the Physical Security and Counterintelligence Policy Board. • Notify the Security Integration Group (S-2) and the Physical Security and Counterintelligence Policy Board when an organization no longer requires a nonstandard storage location.
Physical Security and Counterintelligence Policy Board	• Review for approval requests for nonstandard storage. • Submit approved requests for nonstandard storage to S-5. • Annually review established nonstandard storage facilities for approval.

Criteria for Nonstandard Storage

Evaluating Classified Matter for Nonstandard Storage

- Classified matter meeting the following criteria shall qualify for nonstandard storage:
  - the volume, size, weight, construction, or other characteristics of the matter prevent storage according to the requirements for standard storage in Classified Security LIR Attachment 1 "General Requirements for Classified Matter Protection and Control," or
  - the matter poses a hazard to the safety of workers if stored according to the requirements for standard storage in Classified Security LIR Attachment 1 "General Requirements for Classified Matter Protection and Control"

Annual Review of Nonstandard Storage Areas

- The following information shall be submitted to the Physical Security and Counterintelligence Policy Board in support of the board's annual review of nonstandard storage areas:
  - a rejustification of the requirement for nonstandard storage,
  - an explanation of efforts made to implement the standard storage requirements, and
  - documentation of any changes in storage configuration.

Failure to Implement Nonstandard Storage Approval Requirements

- Failure to implement the approval requirements for nonstandard storage shall result in disciplinary action, up to and including the issuance of a security infraction, for the responsible security managers and/or workers.

References

LIR 406-00-02 *Classified Security*, "Attachment 1 "General Requirements for Classified Matter Protection and Control," 12/21/01, http://lln.lanl.gov/lir/lir4060002att1.pdf

Questions?

Please address questions regarding the approval of nonstandard storage areas to Peter Salazar (7-1607) in the Security Support group (S-5).

*The OIC for this notice is **S-5 Security Support** group and the responsible division director is S-DO. This notice will remain in effect for 180 days or until the revised requirements are introduced into **Classified Security LIR** Attachment 1 "General Requirements for Classified Matter Protection and Control"*