

STANDARD PROCEDURE

CC-18

COMPANY
OR UNIT

Clevite Research Center

DOCKET NO. 70-133

SUBJECT SECURITY - NUCLEAR PROGRAM				S.P. NO. CR-19
				PAGE NO. 1 of 5
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SUPERSEDES	S.P. NO.	PAGE	DATED	DATE ISSUED January 22, 1958

GENERAL:

This standard procedure has been prepared to implement Atomic Energy Commission (AEC) security regulations in the Research Center.

The AEC security program covers restricted data as defined in the Atomic Energy Act of 1954, as amended, and other information which requires safekeeping in the interests of National Defense.

A. RESPONSIBILITY:

The over-all responsibility for the AEC security program at the Clevite Research Center rests with the Security Officer, although all other persons who have access to classified information are personally responsible for its safeguarding in accordance with established AEC rules and regulations.

B. DOCUMENT CONTROL:

1. The official mailing address for receipt of classified mail is:

Clevite Research Center
Box 2115
540 E. 105th Street
Cleveland 8, Ohio

2. All classified information received at or transmitted from the Research Center will be logged in the Security Office. This material must be transmitted by registered mail or official AEC courier. Transportation to or from the post office box will be carried out by the Security Officer or his designated alternate.
3. After information has been received and logged, it will be sent to the Document Control Section in the library where it will be stored in the vault. The person to whose attention the in-

formation is directed will be notified that the material is available from the vault.

All classified information will be stored in the library vault except during working hours when it may be charged out to properly cleared individuals for use in their offices or laboratories.

C. PERSONNEL SECURITY CLEARANCES:

1. Those persons who have a need to have access to classified information will be cleared for either an "L" or "Q" clearance.
 - a. An "L" clearance entitles an individual to have access to classified information through the category of "Confidential."
 - b. A "Q" clearance entitles an individual to have access to classified information through the category of "Secret."
 - c. Both of the above definitions apply to the work being performed at the Research Center.
2. In order to be entitled to access to information under a specific contract, each individual must be cleared through the facility administering the contract. Research Center personnel will in most cases be cleared through several contractors in order that they may work on various contracts.
3. When initiating a clearance it is necessary for each individual to fill out an AEC Personnel Security Questionnaire (Form AEC-1). A fingerprint card must be completed and a "Security Acknowledgment" Form AEC-15.
4. When any cleared person terminates his employment with the Research Center, the various contracting offices will be sent notification of the termination and a copy of the Security Termination Statement, Form AEC-136, signed by the individual. The clearance of the individual will be formally cancelled at that time.

D. VISITOR CONTROL:

1. Research Center Personnel visiting other facilities:

When it is necessary for an individual to visit another facility and the visit will involve discussion of classified information or clearance is necessary for admittance into the facility, the Research Center Security Office should be notified as far in advance of the visit as possible. It is necessary to process AEC visit procedure forms and this process takes about ten days. Individuals will be notified by the Security Office of the action taken.

2. Visitors to Cleveite Research Center:

When Visitors call at the Research Center and wish to discuss classified information or have access to classified material, they will be cleared through the Security Office to determine if proper visitor clearance approval has been sent through from their area AEC office or from their company security officer. After the approval has been checked, the individual will be identified to the person releasing classified data.

E. FOREIGN TRAVEL:

When any individual having a "Q" clearance finds it necessary to travel outside of the United States territories or possessions, Canada or Mexico, he should notify the Research Center Security Office. It is necessary to process AEC Form 290 in connection with each trip whether it be for business or pleasure purposes.

F. FACILITY SECURITY:

The Cleveite Research Center is approved as a facility to receive and generate classified information. The category will be dependent upon the contracts in existence and the approval of the area AEC office.

G. SECURITY AREA:

1. Attached is a drawing (B523) of the Metal Products Processing Area on the first floor of the Research Center. The entrance to this area is in the northwest corner of the first floor and is controlled by an armed guard during all periods when classified material is in the area outside of the storage vault.
2. A list of the employees who are cleared to enter the area is in the possession of the guard. An employee who desires entrance to the area will turn over to the guard his company identification card and receive an area badge from the guard. These area badges are made up for all regular employees in the area and for supporting personnel who must be in the area frequently. No other persons will be admitted by the guard unless they have a special badge issued by the Security Officer. These persons must sign the visitors' log in the AEC area and must have a real need to be in the area before the Security Officer will grant the special badge. They must be accompanied by a properly cleared person while in this area.
3. All doors into the area, except the main entrance, are locked and sealed and are equipped with special contacts so that when the doors are opened a signal is flashed to a box located at the guard's station. When it is necessary to open any of the outside doors a guard will unlock the door and remain at the door until it is again locked and sealed.

H. MATERIAL CONTROL:

All SS material received at this facility will be handled according to Research Center accountability procedure, CR - 18, and the classification of the material. All classified material will be stored in the SS material vault under the immediate control of the vault custodian. No classified material will be issued except to properly cleared individuals who must sign for its receipt. When classified material is out of the vault, the Metal Products Processing Area must be locked and the sole entrance must be controlled by a properly cleared armed guard. All classified material must be returned to the vault at the end of the working day and before the armed guard leaves the entrance post.

I. SHIPMENT OF CLASSIFIED SS MATERIAL:

1. SS material may be shipped only after approval of the Security Officer. The Security Officer is advised of the nature of the material and the intended recipient. He then specifies the protective service required in accordance with appropriate AEC regulations.
2. When a shipment is to be escorted by an AEC courier, the Security Officer must be advised far enough in advance to permit processing of the necessary forms to obtain courier service by the intended shipping date.

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