California High-Speed Rail Authority

RFP No.: HSR 13-57

Request for Proposals for Design-Build Services for Construction Package 2-3

Book IV, Part C.7
Sensitive Security Information (SSI) Policy

California High-Speed Train Project

TECHNICAL MEMORANDUM

Sensitive Security Information (SSI)
TM 500.07

Prepared by:	Lurae Stuart, PMT System Security	7 Nov 2013 Date
Approved by:	Joe Metzler, PMT Operations	12 Nov 2013 Date
Released by:	Teri Zink, PMT Program Director	12 Nov 2013 Date
Reviewed by:	Jon Tapping, CAHSRA Risk Manager	12 Nov 2013 Date
Safety and Security Program Committee SONO:	Jon Tapping, Committee Chair	12 Nov 2013 Date
Safety and Security Executive Committee Approval:	Jeff Morales, Committee Chair	16 Dec 2013 Date

Revision	Date	Description
0	11/07/2013	Initial Release

Note: Signatures apply for the latest technical memorandum revision as noted above.

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for the California High-Speed Rail Authority

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ABSTRACT

This memo is intended to establish the Sensitive Security Information Policy for the California High-Speed Train Project (CHSTP) that will be used as a confirmation of the Authority's fulfillment of federal law Title 49 Code of Federal Regulations (CFR) Parts 15 and 1520. Sensitive Security Information is information about security, operations, facilities, or other assets or capital projects whose disclosure would be detrimental to the security of railroad employees or customers. This policy will cover identifying, handling, and controlling Sensitive Security Information, fulfilling all federal requirements pertaining to Sensitive Security Information.

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1.0 INTRODUCTION

As per federal regulations, the California High-Speed Rail Authority (Authority) is responsible for protecting information about security, operations, facilities, or other assets or capital projects whose disclosure would be detrimental to the security of railroad employees or customers. The Sensitive Security Information Policy Statement is a high-level confirmation of the Authority's fulfillment of the federal regulations requiring protection of this information.

1.1 PURPOSE OF TECHNICAL MEMORANDUM

The purpose of this technical memorandum is to provide a vehicle for the authorization of the Sensitive Security Information Policy Statement by the Authority.

1.2 GENERAL INFORMATION

The Department of Transportation (DOT) – under 49 Code of Federal Regulations (CFR) Part 15, and the Transportation Security Administration (TSA) under 49 Code of Federal Regulations (CFR) Part 1520 require the protection of information that meets the following criteria: (A) related to transportation security; (B) the release of the information would be detrimental to transportation security, and; (C) the information falls under one of the sixteen categories of Sensitive Security Information (SSI).

To ensure the California High-Speed Train Project fulfills all the requirements of 49 CFR 15 and 1520 respectively, the California High-Speed Train Authority must adopt a Sensitive Security Information Policy which defines how SSI shall be protected by the Authority.

2.0 POLICY STATEMENT REQUIREMENTS

It is the responsibility of the California High-Speed Rail Authority (Authority) to protect Sensitive Security Information (SSI), as per 49 CFR Parts 15 and 1520. By regulation, SSI currently includes 16 types of records, but currently only four (4) pertain to transportation agencies. They are:

- Security Programs and Contingency Plans,
- Vulnerability Assessments,
- Threat Information, and
- Other, as determined by the US DOT Secretary.

As per 49 CFR Parts 15 and 1520 the Authority must establish an SSI program to ensure the proper identifying, marking, recording, handling, storing and disposing of SSI material. The program must include required training for all employees, contractors and subcontractors who need access to SSI material and the Authority must identify a SSI administrator to ensure compliance and maintain records.

The Authority is committed to providing a secure travel and work environment. Therefore, protecting information deemed critical to the security of the system must be incorporated into the performance of every employee task. All Authority, Program Management Team, and contractor personnel, subcontractors and employees are charged with the responsibility for ensuring information which is designated "SSI" is properly protected. Through a cooperative team effort and the systemic application of the SSI program, all designated "SSI" information for the system will be protected.

3.0 ASSESSMENT / ANALYSIS

Not applicable.

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4.0 SUMMARY AND RECOMMENDATIONS

4.1 RECOMMENDATION

It is recommended that the Authority approve and authorize this Sensitive Security Information (SSI) Policy Statement.

It is recommended that the Authority implements this SSI Policy Statement and associated SSI standard operating procedures across all facets of the CHSTP. This SSI Policy (Appendix A) and the accompanying SSI procedure and information guide (Appendix B) will be integrated into the California High-Speed Train System Safety and Security Management Plan (SSMP) and resultant System Security Program Plan.

It is recommended that the Authority's CEO signature be affixed to the SSI Policy statement for inclusion in appropriate documents.

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APPENDIX A

SENSITIVE SECURITY INFORMATION POLICY STATEMENT

It is the policy of the California High-Speed Rail Authority (Authority) to be in full compliance with Title 49 Code of Federal Regulations (CFR) Parts 15 and 1520 – Protection of Sensitive Security Information (SSI) during all phases of design, construction, testing and operation to ensure security is not jeopardized by the release of information that could be detrimental to the security of the system. The application of the SSI policy comprises a fundamental document protection program that defines which documents are protected and how these documents are protected. Protection of the documents includes how documents are designated SSI, handled, marked, logged, shared, transported and destroyed once they are no longer needed or updated. The SSI program also defines responsibilities for oversight of the program within the agency, mandatory training, auditing and non- disclosure commitments by those using SSI materials.

All Authority employees, contractors, sub-contractors and consultants must comply with the Sensitive Security Information Policy as described in the High-Speed Rail Authority Sensitive Security Information (SSI) Program Standard Operating Procedures and Information Guide.

_____ _____

Jeff Morales, CEO Date

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APPENDIX B

[To be provided at a later date.]

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SSEC Record of Decision

Date: **December 16, 2013** Decision # **2013-05**

Brief Description: **Acceptance of *Technical Memorandum 500.07 Sensitive Security Information (SSI)* policy for the California High-Speed Train System. The policy sets forth the position of the California High-Speed Rail Authority to adopt a SSI policy and associated procedures, in conformance with the requirements of Title 49 CFR Parts 15 and 1520, to protect sensitive security information from public disclosure.**

The SSPC is asked to approve the *Technical Memorandum 500.07 Sensitive Security Information (SSI)* as a policy decision.

Committee Decision: ☐ Approve ☐ Reject ☐ No Objection

☐ Refer / Elevate to Board of Directors ☐ Refer Back to Initiating Party

☐ Request for additional information ☐ Supporting documentation attached

Comments:

J. Morales – Chief Executive Officer

D. Gomez – Central Regional Director

J. Tapping – Risk Manager

M. Boehm – So. Regional Director

F. Vacca – Chief Program Manager

B. Tripousis – No. Regional Director

T. Fellenz – Chief Counsel

M. McLoughlin – Environmental Mgr.

D. Grebe – R-O-W Acquisition

S. Jarvis – Construction Management

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