

**UNITED STATES NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR SECURITY AND INCIDENT RESPONSE**

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
REGARDING TRUSTED AGENT RESPONSIBILITIES**

This memorandum summarizes the purpose, duties, responsibilities, and relationships associated with the use of Trusted Agents in connection with the U.S. Nuclear Regulatory Commission's Office of Nuclear Security and Incident Response (NSIR) performance testing.

When conducting performance tests NSIR typically employs one or more Trusted Agents - appointed by the tested facility/organization - who assist in planning and conducting the performance tests. NSIR places a great deal of reliance on Trusted Agents - with their intimate knowledge of site configuration, organizations, and procedures - to ensure that the necessary detailed planning, coordination, and local resource allocation are achieved on an expedited basis. Since the Trusted Agent both represents his/her facility/organization and is privy to sensitive performance test information (e.g., scenario details), it is important that the Trusted Agent have the necessary authority to make appropriate decisions and that he/she and his/her managers understand the confidentiality requirements of the position.

Trusted Agents have two main responsibilities. First, they represent their facilities/organization in agreeing to various details of performance test planning and conduct. Such details may include but are not limited to the identification and selection of appropriate "insiders" or insider information, selection of realistic scenarios and scenario events, and the development of appropriate control measures and simulations. The Trusted Agent **must have the authority** to agree to such test details on behalf of the facility/organization. Sensitive scenario details or other planning details that could compromise scenario information cannot be referred for approval to higher managers or any other individuals who are not Trusted Agents. Second, they work closely with the NSIR planning team and site personnel to ensure that performance tests are rigorous, realistic, and safe. In this regard, they must willingly provide all information necessary to devise and conduct realistic, meaningful, and safe performance tests. Further, they must take the lead in working with other site personnel to assure that the necessary planning, coordination, and logistical requirements are accomplished; they must do this without divulging or compromising sensitive information that might affect the validity of test results.

Since these responsibilities place the Trusted Agent in a position that requires a high level of trust to be placed in him/her by both his/her own management and by NSIR, it is important that all parties involved understand the trusted agent's position and agree to bestow or accept the necessary trust. The signatures below formally acknowledge this understanding and agreement.

TRUSTED AGENT:

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| Position | Printed Name/Signature/Date |
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MANAGER:

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| Position | Printed Name/Signature/Date |
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NSIR Representative:

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| Position | Printed Name/Signature/Date |
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