Headquarters Security Officer Quarterly Meeting

July 11, 2007
9:00 a.m.
Germantown Auditorium and Forrestal Small Auditorium

John Lazor, Director, Office of Headquarters Security Operations, opened the meeting. There was a combined attendance of 57 at the Germantown and Forrestal locations (Attendance List attached). He welcomed all the attendees and stated that there was a lot of information to be covered during the meeting. He stated that the Annual Security Refresher Briefing (ASRB) is ready to be closed out and then turned the meeting over to Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team.

Mr. Szymanski discussed the Quick Reference Guide. This Guide was produced for the Heads of Departmental Elements per the direction of HS-1 and a copy of the booklet has been forwarded to each HSO. The Guide will be placed on the HSS website in the near future.

Mr. Szymanski thanked all of the HSOs for their hard work on the completion of the ASRB. The current completion statistics indicate a DOE-wide completion rate of 99.7%. There has been some difficulty in getting individuals to complete the briefing without there being a consequence of non-completion. It is being discussed that for the 2008 ASRB, there will be a deadline established up front and employees not completing the briefing will have their access badges pulled.

Mr. Szymanski then discussed the HSS website that is currently about 98% complete. This website will contain frequently used forms and information needed by the HSOs to perform their duties. All HSO Spotlights and other HSO-related information will also be available.

Mr. Szymanski then discussed an issue that has just surfaced. He has been working with a representative from the DOE Freedom of Information and Privacy Act Office regarding the records retained by HSOs for employees in their organizations. A meeting has been scheduled with a group of people, including a representative from General Counsel, to discuss HSOs having information deemed as PII in their possession. The issue of having this information without having a System of Records on file will be discussed. A representative from the Freedom of Information and Privacy Act office will be invited to speak at an up-coming HSO meeting to discuss the proper procedures for obtaining and retaining records containing PII information.

Brenda Swiger, representative from the HQ Operations Security (OPSEC) Program, stated that there is a new Sub-Working Group document report format which has been established to maintain consistency and uniformity and ease in retrieving information from reports on the varying Elements.

Ms. Swiger discussed the three current Sub-Working Groups. The first is the Threat Sub-Working Group led by the Office of Intelligence and Counterintelligence. This Sub-Working Group, using the Design Basis Threat and working closely with local law enforcement and the FBI, is preparing the local DOE HQ Threat Statement. The second Sub-Working Group is the Critical Program Information and Indicators (CPI&I) Group. The last CPI&I report was sent out for review and update. Ms. Swiger stated that both NE and NNSA did an excellent job in their update, but there are still outstanding reports. The next step calls for the development of Countermeasures for the Critical Program Indicators

identified by the programs. The third Sub-Working Group is the CPI&I Assessment Group, which accesses what the risk may be from the local DOE HQ threats against each program elements' Critical Program Indicator and associated Countermeasure. She reminded all that this Group would be meeting on July 12, 2007 at 10:00 am.

Doug Nousen, Washington Regional Counterintelligence Office, stated that he has been part of the organization for about five months and is getting to understand more about the HQ community and has been getting more actively involved. The physical location of the FORS office is now in Room 8F-055 and the entire HQ FORS support team is located there. This is a small Germantown office located in D-303 also.

Mr. Nousen stated that the office is short-staffed and is working under an increasing caseload. He stated that a new briefing/debriefing package process is being used. Each visitor traveling to a sensitive country is required to undergo a pre-brief before departure and a debriefing upon return. Travelers to sensitive countries will receive a newly-developed package prior to their departure and a debriefing questionnaire upon their return if an in-person interview cannot be conducted.

He stated that each Foreign National Visitor host will also receive a package if an actual in-person meeting cannot be conducted. This package will contain all the information needed and the process to be followed. A debriefing questionnaire is sent out after the visit is completed. Mr. Nousen also stated that their office's website should be available in the near future for accessing information regarding the processes and requirements for sensitive country travel and Foreign National visitors. Some connectivity and linkage issues will need to be resolved prior to release.

Mr. Nousen stated that the Counterintelligence Office is working closely with the OPSEC program representatives on consistent threat reporting. Threat assessment research by the Program Office has started.

Mr. Nousen stated that during pre-briefings and de-briefings, activities and contacts are assessed to determine if additional action is required:

1. Administrative inquiries
2. Analytical Products
3. Intelligence Officer Identification

He stated that there are numerous reasons for the briefings and debriefings, including identification of questionable activities, evaluating potential cultivation by individuals or groups, determining targeting trends and providing future travelers with appropriate warnings and alerts, and identifying and documenting new or on-going techniques being used.

Mr. Nousen provided the names and contact information for members of his office.

A question was asked on the sensitivity of dealing with individuals born in a sensitive country, but now U.S. citizens. Mr. Nousen stated that the situation would need to be handled on a case-by-case basis.

Sheila Brumage stated that the revised Headquarters Facilities Master Security Plan (HQFMSP) is now completed in draft and has been forwarded to HS-1.3 for review. She stated that this Master Plan would be web-based and not issued in hard copy. She stated that this version is much more user-friendly. The Table of Contents was displayed showing the Section Names and Ms. Brumage explained how each Section covered a specific topical area. She stated that the first approximately 25 pages of the Plan consist of introduction material, including the HSO roles and responsibilities. Some Sections are still "under construction" awaiting management approval of the Plan. Ms. Brumage discussed how the User will be able to access referenced forms, directives and other information via links displayed in each Section. It hasn't yet been confirmed that non-DOE web pages will be able to be accessed via the Master Plan. Helpful websites, references, forms and Points of Contact are indicated at the end of each Section (if applicable).

Ms. Brumage also discussed the May 31, 2007, memorandum from Robert Lingan, Director, Office of Security Operations, to each of the Heads of Headquarters Elements. This memorandum (copy attached) requested each Element to list their appointed representatives for various positions (HSO, Alternate HSO, HSO Representative, Technical Surveillance Countermeasures Officer, Information Systems Security Officer, etc.) in one memo in a template provided as an attachment to the memorandum. This requirement was requested to be completed by July 16, 2007. Some responses have been received but the majority of Elements have not yet responded. It was asked that the HSOs check with their management to ensure that this issue has been closed out.

A question was asked if changes can be made to any of the delegations in the memo using the same format and it was answered that you could continue to use the same format.

Roger Pfanstiel, Classified Matter Protection and Control (CMPC) Manager, stated that the CMPC classes would be resuming shortly. There will now be three different classes conducted.
The first class will be the standard CMPC Overview, which is approximately 5 hours long. The second class will be a 2 ½-hour Control Station Operator (including ACREM) class. The new class will be the 24-month CMPC refresher training. Notices will be sent to the HSOs when classes are scheduled.

Mr. Pfanstiel discussed M 470.4-4, Change 1, which was signed on 6/29/07. He briefly described some of the major changes in the Manual. Standard Form(SF) 702s are now required on containers used to store ACREM, including containers in vaults or vault-type rooms and those that use XO-series locks. There has been a change in the definition of accountable matter – Accountable matter includes Classified Removable Electronic Media which is required to be marked as S/RD or higher classification, or which is otherwise accountable. There have also been accountability changes made. The number of ACREM custodians and Alternate ACREM custodians has changed, but it is still advised to keep the number of Alternate custodians to a minimum. ACREM location(s) and owners must be documented and available for all ACREM. There have been ACREM inventory requirements changes also. Weekly inventories are no longer required, but now must meet an inventory requirement of no more than 31 days maximum before inventories. In some circumstances, inventories may be waived if the container is not accessed.

Mr. Pfanstiel discussed ACREM output marking requirements. Please see attached slides for more detailed information. Mr. Pfanstiel stated that there are other changes in the Manual and these changes

will be reflected in the updated Master Plan. He suggested that the HSOs read the revised Manual to be aware of the changes that may affect their respective organizations.

Mr. Pfanstiel stated that changes to an organization's Control Station personnel are not being forwarded to him. The same form that has been used in the past is still valid.

A question was asked about the set-up of a new organization's Control Station and Mr. Pfanstiel stated that the Control Station training class would be revised to discuss the set up of a new station.

Carrianne Zimmerman, Survey Program Manager, discussed the new HQ Facilities Master Security Plan Appendix format. This format has been changed to make it more user-friendly and allow more reporting options. The Appendix is now in Access as opposed to Excel and should not require any additional training to use. The format should be ready in the near future. Ms. Zimmerman stated that each Element will only be able to view their own organization's data. A sample of some of the pages was displayed and there will be a separate screen for each category in the Appendix. It was discussed that field length should not be a problem when entering data.

A question was asked on whether a representative from the Office of Foreign Visits and Assignments could provide a briefing at an up-coming HSO Quarterly Meeting. A representative will be contacted to see if that is a possibility.

No additional questions were asked and the meeting was adjourned at 10:20 a.m.

Attachments:
Attendance Listing
Meeting Slide Presentation
May 31, 2007 Memorandum from Robert M. Lingan, Subject: Appointment Memoranda