

Headquarters Security Officer/Operations Security Working Group Quarterly Meeting

June 30, 2005

10:30 a.m.

Room A-410, Germantown Facility

Barbara Stone, Director, Office of Headquarters Security, opened the meeting with an attendance of 54 (Attendee Listing attached). Ms. Stone welcomed everyone and thanked the individuals who attended from the Forrestral facility.

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, introduced Sherrie Henson, Office of Personnel Security, who provided an eDISS+ update. This is the electronic Questionnaire for National Security Positions (QNSP) that DOE Headquarters will begin using in August 2005. Gina Donahoe is the Personnel Security Interface (PSI) Administrator and will be contacting the HSOs regarding the training sessions to be offered. Reinvestigations will be the first process to be performed using the new system. Initial clearance requests will be phased into the PSI at a later date. There will still be a requirement, at this time, to provide a hard copy of the QNSP to the Office of Personnel Security.

Mike Zimmerman, Headquarters Physical Protection Team, discussed the revised Foreign National Visitor badges and policy. The new paperless process for Foreign Visits and Assignments will begin on July 5, 2005. The required information is input into the FACTS System. The Protective Force will be able to view FACTS input from the front desk. If the information is not entered into FACTS, the Protective Force will not allow the visit. No foreign national will be admitted to the DOE Headquarters complex without the approved FACTS entry information. The only exception is for high-level protocol visits. High-level protocol visits are limited to meetings in the Forrestral facility between the Secretary, Deputy Secretary, Under Secretaries or Program Secretarial Officers and foreign national diplomats or foreign national senior government officials. Exceptions are to be submitted to the Office of Headquarters Security, Forrestral Room 1G-042. Mr. Zimmerman stated that visits by foreign national delivery, service and vendor personnel must be covered by site security plans and procedures. If fully escorted, these foreign nationals do not require documentation in FACTS. If not escorted, the visits must be in compliance with requirements for the location of access. Mr. Zimmerman stated that employees may not hold meetings in the lobby with foreign national visitors if they do not have the proper sign-in procedures. Paul Saunders, NNSA, stated that he felt it was better to have the meetings in the DOE lobby than another location outside the DOE building. Ms. Stone responded that the June 29, 2005, memorandum from Marshall Combs, Director, Office of Security, regarding the Headquarters Unclassified Foreign Visits and Assignments Program, which contains supplemental guidance, will clarify the issues.

Mr. Szymanski announced that pictures would be taken during the meeting that may be used in the 2005 Annual Security Refresher Briefing. He also requested that everyone gather in the front of the room for a group picture at the end of the meeting.

Lesley Nelson Burns, Policy and Quality Management Division, Office of Classification and Information Control, discussed Classification Bulletin GEN-16, "No Comment Policy for Classified Areas." Changes are being considered, and Ms. Burns had the October 1, 1986, policy available for review. This policy applies to Restricted Data, Formerly Restricted Data, and National Security Information.

Some problems with the current No Comment Policy are:

- The policy does not give guidelines as to what constitutes "comment"
- The policy states no comment on classified information in the public domain, therefore, Public Domain + No Comment = Classified

Scope of the problem:

- Increasing amount of classified information in Public Domain
- Increasing accessibility to classified information in the Public Domain

What to do:

- Fine tune policy
- Documents submitted for review need procedures developed with clearance/without clearance and permit flexibility
- Revoke clearances if violators with clearance knowingly violate the No Comment Policy

A copy of the presentation is attached to these minutes.

Roger Pfanstiel, Headquarters Technical and Information Security Team, CMPC Manager, stated that we have received the authorization to formally initiate the Classified Control Station process around September 1, 2005. A sample template for the procedures was distributed. A designation form will be e-mailed that will need to be completed and signed. If e-mailed back, please send from HSO/Alternate HSO's computer for verification. Mr. Pfanstiel also discussed the revised mailroom procedures. FedEx is the only express mail service that Headquarters can use for out-going classified mailings. When classified mail is taken to the mailroom, make sure the express mail desk knows the package needs to go FedEx. Do not indicate the package is classified. The sender needs to notify the recipient of the departure/arrival date and the air bill number. Mr. Pfanstiel emphasized that all in-coming express mail has the potential to be classified. The recipient will be called by the express mail desk. Once they pick up the package, it needs to be taken to their Classified Control Station. If the recipient does not pick up their package, they will be called the second time that same day by the express mail desk. If the package is still not retrieved, the next morning the express mail desk will call the appointed Classified Control Station personnel.

Mr. Pfanstiel then discussed the Classified Matter Protection and Control Overview Training. This course, or one similar to it, needs to be completed every 24 months for those cleared personnel whose duties significantly involve more than just reading or discussing classified matter. He also stated that shredder residue must be checked after every classified shredder operation.

Mr. Pfanstiel stated a new HSO Directory will be released soon. The phone numbers that were given on today's sign-in sheet will be used as an update for the new directory. Tina Vaughn added a few words concerning current threat information, and suggested that she add three separate threat statement circulars to the minutes. If HSOs think it is worth while, these will be added as attachments to future HSO minutes.

Sam Soley, Headquarters Technical and Information Security Team, TSCM Operations Manager, discussed radio frequency (RF) bags. The RF bag filters 90% of the RF signals. A working group is being created to discuss how RF bags may be used for Blackberry and cell phone storage within Headquarters' security areas. The working group will also discuss requirements and operational necessities. If interested, please contact Mr. Soley at (301) 903-9992 or e-mail him at sam.soley@hq.doe.gov. Mr. Soley also discussed the use of conference rooms for classified discussion. He asked that classified meetings be coordinated through your HSO. The current procedures are listed in the Headquarters Facilities Master Security Plan.

Mr. Szymanski stated that the 2005 Annual Security Refresher Briefing is about 85% complete. It is updated with current information and is user friendly and interesting. The theme is the role of HSOs in DOE Headquarters.

The new termination briefing video and an OPSEC video were shown and the meeting was adjourned at 12:00 noon.

The next HSO/OPSEC Working Group Quarterly Meeting will be held on September 29, 2005, in Room 8E-089, Forrestal from 10:30 a.m. until 12:30 p.m.

Attachments

[Attendance List](#)

[WIR200](#)

[TOSIR181](#)

[106 RCWK50](#)

[Overview of EN-16](#)