

Headquarters Security Officer/Operations Security Working Group Quarterly Meeting

March 31, 2005

10:30 a.m.

Room 8E-089, Forrestal Facility

John Lazor, Director, Office of Headquarters Security Operations, opened the meeting with an attendance of 66 (Attendee Listing attached). Mr. Lazor stated that Secretary Bodman has been in office since February 1, 2005, and is dedicated to safety and security. He also stated that Deputy Secretary Clay Sell was sworn in on March 21, 2005. Mr. Lazor affirmed that he briefed Secretary Bodman on security awareness and the Secretary's residence is up to standard for security requirements. Mr. Lazor also discussed the Annual Security Refresher Briefing, and stated that it was far superior to past versions.

Mr. Lazor mentioned the Homeland Security Presidential Directive #12. This is a government-wide identification badge system that will allow access between government agencies. This will be implemented in the future. Mr. Lazor introduced Bill Dwyer, the new Acting Team Leader, Headquarters Physical Protection Team. (<http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html>)

Sherrie Henson, Office of Personnel Security, discussed the eDISS update. This is an electronic Form 86 that DOE is implementing. Gina Donahoe will contact the HSOs regarding the training session for the new electronic version. The version is simple to navigate and takes less time than the paper method. It will be mandatory in Fiscal Year 2006. If there are any questions, please contact April Stottler at (301) 903-6208.

Mary Maxwell, Office of Headquarters Security, Headquarters Physical Protection Team, discussed up-coming changes to the Headquarters Unclassified Foreign Visitors and Assignments Program. All visitors, except high level protocol, will need to be approved in FACTS before the visitor is granted access to the DOE Headquarters complex. High level protocol visit request memorandums and badge request cards for foreign national assignees will continue to be submitted to the Office of Headquarters Security. Closeout information must be documented in FACTS; host reports are no longer required. Jennifer Emanuelson will arrange any requested training at the Forrestal or Germantown facilities. Ms. Maxwell had hand-outs available at the end of the meeting. A copy of her presentation is attached.

Lee Luna, Office of Counterintelligence, responded to questions regarding procedures for unofficial travel. DOE does not have a current Order that addresses unofficial travel. There was an Order in the past, but it expired several years ago. DOE Order 475.1 states that Federal employees are required to report all travel to sensitive countries, travel funded by a foreign country, or any sensitive matter discussed. An article in the CI Quarterly addresses this issue. NNSA has a policy where travelers report foreign travel

to their HSO, which is then reported to the Office of Counterintelligence. The Office of Counterintelligence has been asked if they follow-up with all memorandums, e-mails, etc. regarding unofficial travel. The answer is no. The volume is too high and correspondence is randomly picked to do follow-ups.

Mr. Luna had the following recommendations:

- Federal and contractor employees should let their office know about unofficial travel by e-mails or telephone calls.
- There is no need to send e-mails or make telephone calls for official travel. This type of travel information automatically goes to their office.

Mr. Luna mentioned that when e-mails are forwarded, the header is not forwarded with the message. The initial recipients should not delete e-mails so the Office of Counterintelligence can go into the Header of the original e-mail and track exactly where the e-mail originated. No hard copies of closeouts in FACTS need to be kept. However, please note copies of approved security plans, and copies of your visit approval memorandum must be retained and will be reviewed during Surveys.

Sam Soley, Office of Headquarters Security, Headquarters Technical and Information Security Team, spoke on the topic of digital copiers. Mr. Soley explained the difference between analog and digital copiers. His slide show is attached. Mr. Soley suggested that offices should contact their ISSM and the Office of Security to identify security requirements before purchase and the offices must contact their ISSM and the Office of Security prior to use.

Roger Pfanstiel, Office of Headquarters Security, Headquarters Technical and Information Security Team, discussed the new procedures to authorize digital copiers for classified reproduction. HSOs will sign off on authorization of what the machine can reproduce, along with signatures from the TSCMOM, ISSM, and Tempest Representative. Copiers not authorized to copy classified information are already required to have signs prohibiting classified reproduction. Mr. Pfanstiel also stated that CREM destruction is working well. There is an ongoing problem where destruction bags are not being properly used. Newspapers, gum wrappers, and other items have been found in the destruction bags. Mr. Pfanstiel discussed the stickers in the CREM information procedures that need to be signed and placed on the bags when delivered to classified collection points. Mr. Pfanstiel also discussed Optional Form (OF) 89 and Fed-Std 809. If a safe needs repair or has been modified, OF 89 needs to be completed and kept permanently in the safe. Mr. Pfanstiel mentioned that Headquarters uses various express mail services. The only approved service for out-going classified mail is **FedEx**. When taking the package to the mailroom to be mailed, the only thing that you need to tell the mailroom employees is that the package needs to go FedEx.

Ed Szymanski, Office of Headquarters Security, Headquarters Technical and Information Security Team, thanked everyone for helping to get through the problems we experienced with the 2004 Annual Security Refresher Briefing. He stated that if someone completes the Briefing and cannot print a certificate or their OLC record does not state they

completed the Briefing, have them e-mail their HSO stating the date that they took the Briefing. This will serve as their 2004 completion certificate. Mr. Szymanski would like to wrap up the 2004 Briefing next week. In preparation for the 2005 Annual Security Refresher Briefing, the HSOs may be asked to sponsor or to ensure the proper personnel within their Element sponsor their respective Contractors. The method for this action is on-going via an e-mail with subject line: Identity Management – Sponsor Request (## # #), see example below. Mr. Szymanski next discussed residential STU-III/STEs. There are new procedures for this process that are being incorporated. Please contact the Headquarters Technical and Information Security Team staff for assistance with these new procedures.

An OPSEC video: Awareness Volume 3, “A Security, Counterintelligence and OPSEC Update” (Part 1) was viewed and a copy of the OPSEC Indicator, Volume XIV, Fall 2004, was distributed.

The meeting was adjourned at 12:25 p.m.

The next HSO/OPSEC Working Group Quarterly Meeting is scheduled for Thursday, June 23, 2005, at 10:30 a.m. in Room A-410, Germantown.

Attachments: as stated

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EXAMPLE of IDENTIFY MANAGEMENT (Szymanski)

-----Original Message-----

From: Management, Identity
Sent: Tuesday, March 29, 2005 4:09 PM
To: Szymanski, Edmund
Cc: Management, Identity
Subject: Identity Management - Sponsor Request (## # #)

To: SZYMANSKI, EDMUND A

(To approve or disapprove this request, click on the link at the bottom of this email.)

The following individual has selected you as their DOE sponsor. This request is part of the Department of Energy's Office of the Chief Information Officer (OCIO) Identity Management System. Its purpose is to provide an authoritative source of information regarding individuals who work for DOE and require DOE services. If you approve this request you will only be certifying that the individual is performing work for the U.S. Department of Energy. An approval will allow the individual access to Employee Self Service so that they can review and maintain their basic locator information. This is not a request on your part for any other DOE application, service or resource for this individual.

If you have any questions or concerns about Identity Management, please contact Flo Arnold (Florence.arnold@hq.doe.gov) at 301-903-5965 or you may also respond to this email.

First name: *****

Middle name: *

Last name: *****

Suffix:

U.S. Citizen?: Yes

Employer: COMPANY A

Employee Type: Contractor

Job Title: SECURITY CONSULTANT

Email address: *****@hq.doe.gov

Phone Number: 301-903-****

Sponsor's name: SZYMANSKI,EDMUND A

Sponsor's email: edmund.szymanski@hq.doe.gov

Sponsor's organization: OFFICE OF SECURITY AND SAFETY PERFORMANCE ASSURANCE

Requestor's comments: (none)

Again, to review this request, click on the following link to approve or disapprove the request.

https://mis.doe.gov/misapps/fedsponsor/sponsor_request_appv.cfm?parm=*****

Attachments:

[Attendance List](#)

[HSO Mtg CMPC 20050331](#)

[Copier HSO Meeting 30 March 2005](#)

[FVA HSO Brief – Maxwell033105](#)