

Headquarters Security Officer Quarterly Meeting

October 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 61 at the Germantown and Forrestal locations (Attendance List attached). He stated that there was a delay in the arrival of the speakers. He welcomed all the attendees and stated that there was a lot of information to be covered during the meeting. He discussed the large turnout for the DOE 30th anniversary celebration held at the Forrestal Building on October 9, 2007. Mr. Lazor introduced Sam Soley, Technical Surveillance Countermeasures Operations Manager.

Mr. Soley stated that Radio Frequency (RF) bags were currently being used in some locations at the DOE Headquarters Buildings. He explained how he has been working with the manufacturer of the bags to create the RF Box. He displayed the RF Box and explained that it would be used to store multiple Personal Electronic Devices (PEDs) instead of individuals each having to be issued an RF Bag. Some changes are still being developed for the box's design. No price has yet been determined.

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, provided a status update on the new Headquarters Facilities Master Security Plan Appendix format. Almost all users have been identified and the few organizations whose contacts are not yet confirmed are being worked on. He displayed the format of the new Appendix.

Mr. Szymanski provided the contact name and phone number for issues regarding the Freedom of Information Act or the Privacy Act. If you have any questions regarding the proper procedures for obtaining and retaining records containing PII information, please contact the Freedom of Information Act and Privacy Act Office.

Mr. Szymanski then discussed the current status of the HSS website. This website will contain frequently used forms and information needed by the HSOs to perform their duties. All HSO Spotlights, previous meeting minutes and other HSO-related information is also available. Changes can be made in real time so information contained on the webpage will be current. Mr. Szymanski demonstrated how to get from the DOE Home page to the Office of Security Operations webpage. From that page, you are able to connect to the Office of Headquarters Security Operations and will see the individual programs listed. To the left of the screen, there are links to access the new Headquarters Facilities Master Security Plan (still under construction) and the Quick Reference Guide.

Mr. Szymanski stated that problems have recently surfaced in Forrestal regarding Classified Control Stations and are currently being addressed. The main purpose of Control Stations is to avoid compromise of classified material. Each Element must have a Control Station. This Station acts as a gateway through which all in-coming and out-going classified material must go through. He stated that Control Station Operator training is available. Mr. Szymanski stated that when an express package is received, the mailroom notifies the recipient of the package upon delivery. If the package is not retrieved, the mail room will contact the recipient's organization's control station operator or alternate on the 2nd day to pick up the package. If the package is not picked up by the afternoon of the 2nd day, HS-1.31 is notified to resolve the issue.

It was confirmed that the Control Station Operator listing is currently being reviewed for accuracy and it was requested that any changes in Control Station personnel be forwarded as soon as possible to both Johnny Giffin and Tina Vaughen in HS-1.31 for notification of mailroom personnel.

Al Majors, Mail Support Services, expressed his thanks to Roger Pfanstiel and Tina Vaughen for all of their assistance with resolving the Control Station issues as they occur. He stated that HSOs need to educate their staffs on the process.

Mr. Szymanski requested that HSO Spotlights be distributed from HSOs to their groups in a timely manner.

Sheila Brumage stated that the revised Headquarters Facilities Master Security Plan (HQFMSP) is now completed in draft and has been approved by HS-1.3. The Plan is currently under review by Cognizant Security Authority representatives and Subject Matter Experts. Comments are due back to Ms. Brumage by October 12. The new Plan includes a Roles and Responsibilities segment detailing the tasks for each position. She discussed how the user will be able to access referenced forms, directives and other information via links displayed in each Section. Some samples and templates used in the Plan may become DOE forms at some point in the future. Ms. Brumage stated we plan to post the new HQFMSP in the same style as the Quick Reference Guide, which is already on the webpage. The expected release date for the Plan to be placed on the webpage is early December.

Ms. Brumage stated that when updates occur, they are to be sent to HS-1.31 for review and then sent to the Webmaster for update to the webpage. An E-mail will be sent to the HSOs notifying them of minor changes. Notification of major changes may be made through a DOECAST.

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 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. 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. Ms. Brumage stated that this template will be included in the new Master Plan.

The link to the HS-1.31 webpage is http://www.hss.energy.gov/HQSecOp/hq_tist.html

Doug Nousen, Washington Regional Counterintelligence Office, provided an update on the activities in which his office has been involved. He stated that they have been working with both the TSCM and the OPSEC Programs. There is a new policy being developed for using laptops while on travel. A review of the laptop will be done prior to the actual travel taking place and again when the traveler returns.

Mr. Nousen's office has been working with OPSEC representatives on preparation for the threat assessment. Counterintelligence is working on 27 individual office threat assessments.

He stated that another new member has joined his staff – Dale Callender.

Prior notification of foreign travel was discussed and Mr. Nousen stated that some progress is being made and his office is receiving more positive feedback on the process. Unofficial foreign travel notification is not handled consistently throughout HQ and he was going to confirm the DOE Order requirements. Mr. Nousen stated that quite a number of DOE personnel have been assigned to oversea positions and CI is arranging briefings prior, during and after their duties are completed.

He stated that CI is working on coordination of adverse actions and the continuation of CI awareness and training.

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

Nick Prospero, Office of Classification (HS-90), spoke about some of the recent changes in the area of classification. He stated that classification is the process of identifying information we need to protect in the interest of national security. He then reviewed the categories of classification; Restricted Data (RD), Formerly Restricted Data (FRD) and National Security Information (NSI). Information regarding classification can be found in DOE O 475.2 and DOE M 475.1-1B. The Order defines the authorities and responsibilities while the Manual provides detailed instruction for implementation. The major changes are the incorporation of changes in Executive Order 12958, clarifying the division of authority between NNSA and DOE, reassigning functions within HSS and incorporating improvements in procedures.

Mr. Prospero stated that HS-90 responsibilities have not changed. HS-90's equivalent NNSA classification office is NA-71. All training for both organizations is handled out of HS-90. Mr. Prospero reviewed the responsibilities of the individual program offices and positions involved and also the responsibilities of each cleared individual. He also stated that NNSA is working on getting additional Classification Representatives. Mr. Prospero stated that if your Classification Representative is unable to help you, do not hesitate to contact HS-90. He spoke about Classification Liaisons and noted that this position serves as the classification point of contact for organizations with no Derivative Classifiers.

Mr. Prospero discussed the emerging problem of classification issues with E-mail usage. He also brought up the fact that some security incidents may themselves be considered classified. Therefore, incorrect notification of such instances to the appropriate parties may itself create another security incident.

Mr. Prospero stated that Classification Awareness training is tailored toward the individual, the position they hold, and the duties they perform. Different job positions require different levels of classification instruction and awareness training.

Mr. Prospero reviewed other changes occurring, including new training requirements. He reviewed the marking requirements for RD/FRD and NSI documents. Incorrect automatic declassification information on NSI documents continues to be a problem. The documents should always contain a date or identifiable event. He stated that there is a new stamp required for NSI documents. Requirements for the declassification of NSI documents has also changed. Mr. Prospero discussed the confidence rule regarding the classification of documents when an employee submits a document to a Derivative Classifier for a review.

Mr. Prospero stated that HS-90 has a current listing of all classifiers. He stated that they should be contacted if there are any questions or if you need a listing of current classifiers for your organization.

Geralyn Praskievicz spoke about the restructuring of the Personnel Security Group. A new office, Office of Departmental Personnel Security, has been created at the direction of the Secretary of Energy. This office, designated as HS-1.4, is responsible for policy development and the handling of the administrative review process as well as a number of other Departmental level actions. She spoke about the goals of the Intelligence Reform and Terrorism Prevention Act of 2004. She stated that DOE gets graded on the completion of the goals (especially the time frames for granting security clearances) by the performance reported to OMB quarterly by OPM. The time frames given for completion of tasks is lowered by 2009. Ms. Praskievicz thanked everyone for their cooperation in their use of e-QIP and stated that we were almost at 100% utilization of the electronic form for the Standard Form 86 and the Standard Form 85. She reviewed the goals and the actions needed to be taken for DOE to meet them. She also stated that OPM will now accept faxed pages of the signature pages and release forms in e-QIP and the pages can be faxed to 3-4816. If there are any questions on e-QIP, please contact Gina Donahoe.

Ms. Praskievicz listed the information required for original requests and for reinvestigations for access authorizations.

Ms. Praskievicz discussed the September 14 policy letter regarding drug use issued by the Secretary (memo attached). Procurement policy will be working with CORs on notification of the policy and process to contractors. Additional information including frequently asked questions and information relating to the possible consequences of a positive drug test will be posted on the HSS website after GC review. HSOs will be notified when plan is implemented. She asked that applications for access authorizations be held or withdrawn until the applicant has been drug free for 12 consecutive months as this type of case will not be processed by Headquarters Personnel Security.

Mr. Larry Fitzgerald spoke about the Applicant Tracking System (ATS) (brochure attached). ATS is a secure web-based application that provides status information to a person who has applied for a clearance or is going through the reinvestigation process and is based on information in CPCI. This information screen will only allow review; no input can be changed by the person reviewing the information. He stated that this program has been in existence since 2005. A question was asked if HSOs could possibly have access to this information for the individuals in their organization. The process may be looked at in the future.

Mr. Bill Riddle, Headquarters Physical Protection Team, spoke about the new process for visitor access memos. Templates will be posted on the P drive and all processing and approval will be done via electronic means instead of hard copies. The Badge office will no longer be involved and standard templates are now being developed. A HSO Spotlight will be developed detailing this new process.

Cecellia Rogers, Office of HQ Personnel Security Operations, stated that the new smart cards are currently being issued and there are stations in place at both the Germantown and Forrester locations. HSS will be badged first and will be used to work out any problems or issues that surface. All contractor's sponsors will probably be the CORs. Emergency Responders will also be one of the first groups to be issued the new smart cards, and their badges will display a red indicator at the bottom of

the badge. Ms. Rogers listed suggested criteria to be used to determine Emergency Responders in each organization. She then discussed GSA Shared Services. She stated that the badges would be mailed to whatever location the individual's sponsor has requested, and the badges will be sent via FedEx. When the badge is received, an e-mail will be sent from GSA to the applicant. Two days must be allowed before activation, and there will be a biometric check prior to the individual receiving the badge. Accountability for the badge will fall to the employee, not to the HSO.

Ms. Rogers discussed the current status of the PIV-II process. She stated that less than 22% of DOE HQ uncleared personnel have completed the process. A question was asked if an updated list of personnel to be PIV'd would be forwarded and Ms. Rogers replied that no additional lists would be created. The original list can still be used.

Mr. Szymanski stated that if there are any topics or items of discussion that an HSO would like addressed at an up-coming HSO meeting, they should e-mail him. He also stated that security incidents are on the rise.

Bill Dwyer, Team Leader, HQ Physical Protection Team, introduced the new members of his team in Forrestal .

No additional questions were asked and the meeting was adjourned at 10:55 a.m.

Attachments:

[Attendance Listing](#)

[Meeting Slide Presentation](#)

[September 14, 2007 Memorandum from Samuel W. Bodman, Subject: Decisions regarding drug testing for Department of Energy positions that require access authorizations \(Security Clearances\)](#)

[Applicant Tracking System Quick Reference Guide](#)