

Headquarters Security Officer Quarterly Meeting

January 31, 2008

9:00 a.m.

Germantown Auditorium and Forrestal Small Auditorium

Mr. John Lazor, Director, Office of Headquarters Security Operations (HS-1.31), opened the meeting welcoming all to 2008. He stated that there was a lot accomplished in 2007. There was a combined attendance of 62 at the Germantown and Forrestal locations (Attendance List attached). Mr. Lazor introduced Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team.

Mr. Szymanski presented an update on the Headquarters Facilities Master Security Plan (HQFMSP), which was approved by Robert Lingan, Director, Office of Security Operations, on December 14, 2007. He stated that we are currently working with the HSS web team to resolve an issue that has up come regarding employees not possessing an "hq.doe.gov" e-mail address. These employees are currently unable to access the HQFMSP. An HSO Spotlight will be issued informing all HSOs when this issue has been resolved.

Mr. Szymanski stated that the HQFMSP is a living document on the web. The website address is <http://reportsip.hss.doe.gov/hqfmisp/>. An HSO Spotlight will be sent out when changes occur in the document. The changes will be indicated by a line in the left margin showing the location of the actual change. The date will also change on the bottom of the page indicating the date the change was made.

Mr. Szymanski introduced Tina Vaughen, Headquarters Technical and Information Security Team. Ms. Vaughen discussed the Control Station functions. These functions can be found in Section 19 of the revised HQFMSP. She stated that DOE M 470.4-4, *Information Security*, requires that control stations be established and used to maintain records, access lists, and control classified matter received by and/or dispatched from facilities. A Classified Document Control (CDC) Station functions as a gateway for all incoming and outgoing classified matter.

A change in procedure was discussed by Ms. Vaughen. It is no longer required that an appointment memo be forwarded to the Headquarters Technical and Information Security Team for changes in CDC operators. Also note that Section 43, *Use of Express Mail Service*, is new in the updated HQFMSP (discussed in more detail below). HSOs are responsible for Element-specific training to inform the employees in their organizations how the functions are to be performed in their particular organization.

Ms. Vaughen stated that the HSOs must continue to provide the Headquarters Technical and Information Security Team with the names of the cleared individuals authorized to receive classified mailing address (CMA) mail. The CMA registry of authorized designees is maintained by HS-1.31. Registry information will be provided to MA by HS-1.31, and CMA addressed mail will be released by MA only to designated CDC Station/CMA authorized designees. Changes in authorized designees must be immediately sent by the HSO to HS-1.31. E-mails must be sent to both Johnny.giffin@hq.doe.gov **AND** tina.vaughen@hq.doe.gov. It is requested that the e-mails contain the following information: Change Action (Add or Delete), Name of Designee and Clearance Level, Organization Code and/or Organizational Name, Building and Room Number, and Telephone Number. All required information must be included or the change request will be rejected. The above information for the CMA designees applies directly to the Express Mail Document Control (EMDC) designees as well.

Ms. Vaughen noted that Headquarters (HQ) has implemented procedures for use of express mail service to prevent the possible compromise of classified matter if packages are picked up by anyone other than the intended recipient. This procedure requires each HQ Element to designate EMDC personnel to be contacted by the Mail Room in the event the package is not picked up by the addressee within the designated time frame.

Ms. Vaughen confirmed that there are two types of HQ Element facilities registered in the Safeguards and Security Information Management System (SSIMS). A Possessing HQ Element can receive and store classified matter at either the Forrestal or the Germantown facilities, or at both. A Non-possessing HQ Element **cannot** receive or store classified matter at either Forrestal or Germantown. Most HQ Elements are possessing organizations, but there are a few non-possessors. She stated that possessing Element EMDCs must hold a DOE "Q" or "L" clearance. Non-possessing Element EMDCs are not required, but encouraged, to possess a "Q" or "L" clearance. (CDC Station personnel may also serve as EMDC personnel.)

She noted that HSOs must ensure that Standard Operating Procedures (SOPs) require express mail packages to be opened immediately to ensure they do not contain classified material. If a package does contain classified information, it must be taken immediately to a CDC Station for proper storage, or in the case of a non-possessing Element, to a cleared HSO or to HS-1.31.

Ms. Vaughen stated that HS-1.31 will forward an electronic copy of the CMA Authorized Designee Registry and the EMDC Registry for both the Forrestal and Germantown facilities to each HSO. It is asked that the HSOs review the Registries and approve the information, or submit changes as appropriate following the guidelines outlined above.

Ms. Vaughen stated that for more in-depth procedures for CDC Stations and Express Mail Document Control, please refer to the HQFMSP Sections 19 and 43 respectively.

Mr. Szymanski then introduced Brenda Swiger, Headquarters Technical and Information Security Team, who gave an update on the Annual Security Refresher Briefing (ASRB). She stated that there will be a staggered rollout of the ASRB during the Spring of 2008. Unlike last year, the cyber security briefing will not be a part of this ASRB. The Office of the Chief Information Officer will provide an independent briefing. The time limit for completion of the ASRB has been set as 45 days. Consequences being considered for non-completion include badge removal, suspension of computer privileges, and/or reporting the employee to the Head of their Element.

Mr. Jack Harley, Headquarters Technical and Information Security Team, was introduced by Mr. Szymanski. Mr. Harley discussed the HQFMSP Appendix format. He noted that the biggest issue relating to the Appendix is the lack of communication. He asks that any problems or issues be brought to his attention immediately. It was strongly recommended that the HSOs use the electronic edition of the Appendix. If an Element is using the electronic version, the Survey Team can pull required information easily and be assured that the information is current. However, if the HSO is still using the manual Excel form, the HSO would be responsible for sending the Survey Program Manager a new edition with every update made to the Appendix.

Mr. Mark Ott, Office of Physical Protection, provided an update on the process for completing badge request forms. He noted that the common errors he sees on a daily basis include requesting more than one badge, missing social security numbers, and missing employer verification dates. Part of the problem may be the badge request form itself, but personnel are not to request more than **one** type of badge. Employees will be individually notified when they are required to obtain the new identity badge.

Mr. Szymanski introduced Dan Young, Office of Headquarters Security Operations, as the new Survey Program Manager and Mark Wayne, Office of Headquarters Security Operations, as the newest member of the Survey Team.

Ceil Rogers (HSPD-12 PIV Team Leader) mentioned that she must receive a list of Emergency Responders for each Element before that Element can begin to be processed for the new HSPD-12 credentials. Ms. Rogers stated that she received this information from HSS, OE, EM, SC, MA and IM. She will provide a copy of the guidelines and examples to anyone who cannot find them in the minutes of the last HSO Quarterly Meeting held on October 11, 2007. Processing will begin with cleared Federal employees and proceed to cleared contractors and uncleared personnel at a later date. Ms. Rogers also asked HSOs to send her copies of their Elements' outprocessing procedures to assist in the development of credential maintenance procedures.

The meeting adjourned at 10:15 a.m.

Attachments:

[Attendance Listing](#)

[Meeting Slide Presentation](#)