

Headquarters Security Officer Quarterly Meeting

April 19, 2007

9:00 a.m.

Germantown Auditorium and Forrestal Small Auditorium

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, opened the meeting. There was a combined attendance of 59 at the Germantown and Forrestal locations (Attendance List attached). Mr. Szymanski introduced John Lazor, Director, Office of Headquarters Security Operations. Mr. Lazor stated that there was a lot of information to be covered during the meeting, including the HSPD-12 PIV initiative. He briefly brought up the Annual Security Refresher Briefing (ASRB) and acknowledged the effort involved and the coordination required with other organizations in creating and deploying the Briefing. He stated that the Deputy Secretary was impressed with the product and had commented favorably on the content and presentation of the Briefing during a meeting.

Mr. Szymanski praised the individuals from the Office of the Chief Information Officer and the Germantown security staff who worked on the ASRB. He also reiterated that all changes to the Headquarters Security Officer (HSO) listing should be forwarded to Nancy.Krueger@hq.doe.gov.

Mr. Szymanski briefly discussed the usage of Radio Frequency (RF) Bags in some Headquarters Security Areas. The vendor information for the vendor chosen and approved by the Office of Security Operations is listed on a slide of the presentation for this meeting. The entire slide presentation will be an attachment to these minutes. Organizations needing to purchase RF Bags for their groups can contact the vendor directly. If a vendor other than one of the original four companies reviewed and approved by Headquarters Security is to be used as a supplier for RF bags, Sam Soley from the Technical Surveillance Countermeasures Team is to be notified so that the product can be checked prior to purchase. Users of RF Bags will need to sign a User's Code of Conduct prior to bringing personal electronic devices into a Security Area. A new sign has been created and is posted at Security Area entrances throughout the Headquarters Buildings. Use of RF bags will be an item reviewed during Elemental surveys by the HQ Survey Team.

Mr. Szymanski asks that the information contained in the HSO Spotlights that are forwarded to each HSO via e-mail is disseminated to the individuals in their organizations.

The process for the tracking of the completion of the ASRB for each organization was briefly reviewed by Mr. Szymanski. He stated that the current completion figures for DOE show a total of 4968 individuals (64.26%) having already completed the briefing. He stated that the use of the Identity Management System has proven to be a more reliable means of identifying the individuals required to complete the briefing than methods employed in the past.

Mr. Szymanski discussed the status of the HSS website. Members of his staff have been working with other members of the HSS organization in developing and deploying the Office of Security Operations portion of this website. Information and forms frequently used by HSOs will be added to the website and updated as necessary.

The Quick Reference Guides are booklets originally developed for the Heads of Departmental Elements. The Guide covers various security-related topics and provides a breakdown of each topical area. It also provides a point-of-contact list and emergency contact phone numbers. The Office of Security Operations has received approval to have additional copies produced for use by all HSOs, Alternate HSOs and HSO representatives. These books should be ready for distribution in the very near future. The information contained in this Guide will also be placed on the HSS website.

Bill Dwyer, Team Leader, Headquarters Physical Protection Team, stated the security hours for Headquarters buildings. He stated that the security hours are 8:30 pm until 6:00 am weekdays, and 24 hours a day on weekends and holidays. Foreign National Visitor unescorted access is allowed during the hours of 8:00 am to 6:00 pm outside of security areas (unless an escort is requested by the visitor host or HSO). The new Headquarters Facilities Master Security Plan (HQFMSP) will reflect the updated security hours. Mr. Dwyer also stated that all Foreign National Visits must be entered into the Foreign Access Control Tracking System prior to the date of the visit.

Mr. Dwyer stated that Bob Newman was leaving DOE HQ for a new position in Savannah River. Mr. Newman's last day at HQ will be 4/20/07. Mr. Bill Riddle has been assigned to the Physical Security Team. If you have any physical security questions, Mr. Dwyer suggested that you contact him or Michael Lohr in Forrestal or Mike Zimmerman in Germantown.

Ms. Tamika Lynn, Badge Office Supervisor for Forrestal and Germantown, briefly reviewed the process for Badge Request Forms. The Badge Office will be issuing reports to the HSOs listing contractor badge expirations occurring during the up-coming 30-60 day period. Once the HSO receives the notification report, they should contact their contracting representatives to initiate the paperwork to update the contractor's badges.

Ms. Lynn also stated that when an employee terminates employment, the badge should be returned to the Badge Office. Badge retrieval reports are also being distributed listing outstanding badges that have expired or have not been returned to the Badge Office.

Sharon Shank from the Office of the Chief Information Officer discussed STU/STE related issues. She stated that there are two technicians who are authorized to move or replace a STU/STE in Headquarters; Richards Hays in Forrestal or Dan Baker in Germantown. No one else is authorized to perform these functions and all moves must be requested in advance in writing. She also stated that the Secure Equipment Request form is available electronically by contacting her. This form provides all the directions and requirements for any move or change of a STU or STE. Any special classification categories required may involve getting special signatures.

Ms. Shank then discussed the STU/STE inventory. The inventory is a national requirement of the National Security Agency and a physical inventory is to be completed annually. DOE HQ completes their inventory in September. Each HSO is responsible for their organization's assets, including CIKs and Fortezza cards, and ensuring access to allow for the physical inventory. The inventory is to be completed in 30 days, but the last Forrestal inventory took 4 ½ months. A question was asked if there was a security concern with a STU being in a secure area while uncleared personnel were in the area during security hours working on the sprinkler project. Ms. Shank stated that as long as the key was not in the unit, there would not be a security concern.

Carrienne Zimmerman, Headquarters Survey Program Manager, reviewed the new Security Area Approval Process. The HSO will submit the Security Area Request Form to either the TSCM Team or to the Survey Team. If the area to be reviewed is a TSCM Service Area or is to be reviewed for amplified discussion, the revised TSCM Request for Service form is to be completed and forwarded to the TSCM Team. The TSCM Team will then conduct the review and create the report. If the area is to be used for standard classified activities (reproduction, processing, etc.), the revised Security Area Request/Facility Information Worksheet is to be completed and forwarded to the Survey Team. They will then conduct their review and produce the report. A separate encrypted file will be sent via E-mail to all HSOs, Representatives and Alternates depicting the process of the new security area request procedure.

Sheila Brumage discussed the revised outline for the new Headquarters Facilities Master Security Plan (HQFMSP). Instead of larger chapters, this new user-friendly Master Plan will contain approximately 46 smaller sections. This will make it easier for the user to access information more quickly. The due date for providing the Master Plan to management for approval is July 1, 2007. Once approved, the entire Plan will be put on the HSS website and can be quickly updated as necessary. No hard copies of this Plan will be produced.

Ms. Brumage thanked the HSOs that had expressed an interest in additional copies of the Facility Clearance and Approval Handbook for their organizations and indicated that additional copies are available upon request.

Cecellia Rogers, Office of Personnel Security, provided an HSPD-12 Personal Identity Verification (PIV) for Incumbent Workers update. The submissions for uncleared contractors is behind schedule and Ms. Rogers asked that action be taken immediately by HSOs to get the proper paperwork submitted. The deadline for this task is October 27, 2007. As of the end of March, only 6.25% of the PIV-II requests have been received. Investigations should be completed for all employees with the exception of Federal employees with over 15 years of service. Those employees do not have to be processed until October 2008. She stated that uncleared Federal employees should have their background investigation (BI) information in their personnel file. However, DOE HR is currently running behind schedule on providing personnel security with the necessary information on Federal employees because of the sprinkler project and the process of

converting paper files to electronic records. Ms. Rogers reviewed the PIV Request Form completion requirements. She stated that you are to list the sponsoring organization, not the investigating agency, on the form. The OF-306 Form must be completed by contractors also. She stated that PIV-II (Smart card) badges would not be issued until at least July of 2007. A memorandum is to be issued from the CIOs office and the Office of Health, Safety and Security on the importance of this initiative. The new PIV badge will be able to be obtained in the Field also. Ms. Rogers stated that there has been some debate on all government agencies recognizing the PIV badge. Sometime in the future, the new badge will be used for logical access, in addition to physical access.

Mr. Douglas Nousen, Senior Counterintelligence Officer with the Washington Regional Counterintelligence Office (WRCO), introduced himself and presented a brief review of his professional background. He discussed the combined experience of the WRCO staff. He stated that DOE is a bigger target for counterintelligence threats than DOD. He stated that his office plans to update the latest Program Office Threat Assessments. He discussed the relationship between counterintelligence and security and the closeness of that relationship. Mr. Nousen stated that there are numerous on-going investigations within DOE. He briefly discussed counterintelligence relating to Foreign Travel. He provided a listing of CI contact information and did state that their physical location would be changing.

A question was asked regarding when the policy had changed regarding the Protective Force at the front desks verbally asking visitors about their U.S. citizenship and instead just requiring the visitors to mark "U.S. Citizen - Yes/No" or a similarly labeled check box on the sign-in sheet at the front desks. The procedure was changed approximately six years ago, but may need to be revisited.

Mr. Bob Newman spoke a few words thanking everyone for their support during his tenure at DOE and was presented with a small token of appreciation.

No additional questions were asked and the meeting was adjourned at 10:30 a.m.

Attachments:

Attendance Listing

Meeting Slide Presentation

Security Area Approval Request Forms (1) and (2)