

Headquarters Security Officer Quarterly Meeting

January 18, 2007

9:00 a.m.

Germantown Auditorium and Forrestal Small Auditorium

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, opened the meeting. He stated that John Lazor, Director, Office of Headquarters Security Operations, was unable to attend. There was a combined attendance of 62 at the Germantown and Forrestal locations (Attendance Listing attached).

Mr. Szymanski reiterated that all changes to the Headquarters Security Officer (HSO) listing should be forwarded to Nancy.Krueger@hq.doe.gov. He stated that this document is constantly changing. However, a formal appointment memo signed by the appropriate level of management is necessary in order to change a HSO, Alternate HSO or HSO representative. Mr. Szymanski discussed that appointment memos should be current reflecting the current assignments and organizations. Since the Office of Health, Safety and Security is currently reviewing its HSO program, no appointment memos should be issued from that group until the review is complete.

The next topic discussed by Mr. Szymanski was the Quick Reference Guide. This document was created for the 7th floor and to be distributed to 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. It has been recommended to upper management that additional copies be produced to be given to each HSO, Alternate HSO and HSO representative. The cost estimates are currently being reviewed and will be provided to management for their decision.

Mr. Szymanski briefly discussed the "HSO Spotlight". The intent of these E-mails is to provide a quick form of notification of information to HSOs. This information should be passed along to all members of each organization from their HSO.

Classified discussions being conducted either inside or outside of a Security Area were brought up. Mr. Szymanski directed the audience to review the Headquarters Facilities Master Security Plan, Chapter 11, pages 187-190. These pages provide the conditions that must be met to conduct classified discussions.

The Forrestal Sprinkler project was briefly discussed. The building contractors are removing the interlocking ceiling and putting in drop ceilings at the Forrestal facility. The new ceilings may no longer meet the standards of the Streamline Orders. Any problems that have been encountered are being worked one-on-one with each HSO.

Mr. Szymanski stated that Radio Frequency (RF) bags are now in use in Headquarters Facilities in some organizations. Signs will be changed at the entrances to Security Areas indicating whether RF Bags are required in that area. This will be an item that the Survey Team will review during their Security Surveys.

Mr. Szymanski stated that the Annual Security Refresher Briefing (ASRB) should be distributed in mid-February 2007 and will meet both the 2006 and 2007 requirement for the annual security briefing. This briefing will also incorporate the Cyber-Security annual briefing. Further details and information will be forwarded in the next few weeks. Mr. Szymanski stated that all contractors must be registered in the Identity Management System.

Mr. Szymanski stated that the Office of Intelligence and Counterintelligence will be conducting a Counterintelligence Awareness Day in the Forrestal Small Auditorium on February 22, 2007. This presentation may be set up as a simulcast to Germantown. There will be a series of briefings on Counterintelligence/Counterterrorism throughout the day. The final schedule has not yet been confirmed, but the offerings will include a Travel Briefing, New Employee Briefing, Cyber Threat Briefing, Hosting Briefing, and targeted briefings for Senior Managers and HSOs. All of the briefings will be unclassified, and with the exception of the Senior Manager and HSO Briefings, be open to other DOE/NNSA Federal employees and contractors.

At a future date, HSO meetings will be set up with representatives of the Office of Intelligence and Counterintelligence to discuss DOE-specific counterintelligence situations.

Mr. Szymanski stated that during a recent Security Director's meeting, a Life Safety issue was raised concerning the difficulty of access to vaults or vault-type rooms in the case of a medical emergency. He stated that combinations or unique keys should be sent to the Central Alarm Station (CAS) in case of an emergency. It was discussed that some combinations have been retrieved from the CAS because some members of the security force did not have a security clearance at a level sufficient to let them have access to the material in certain areas. This issue will be addressed further in a meeting to be set up.

Sam Soley, Technical Surveillance Countermeasures (TSCM) Operations Manager, discussed gift inspections. He stated that not every item brought into Headquarters needs to have a TSCM inspection performed. He stated that scheduled gift inspections would be set up quarterly instead of on a monthly basis. However, if a gift is received from a Foreign Government Representative or is given to a Senior DOE representative, the TSCM Team is to be notified.

Mr. Soley brought up that RF Bags are currently in use in some organizations of DOE. He stated that the products of four vendors were checked. If a vendor other than one of the original four is to be used as a supplier for RF bags, Mr. Soley is to be notified so that the product can be checked prior to purchase. He reiterated that the bags only stop RF transmission, not sound. He stated that no phones with video (motion video and audio combined) capability are allowed in security areas. The concern is the device being able to record even though the video wouldn't be readable while the device is in the RF bag. He stated that the purchase of larger boxes capable of securing multiple cell phones and other electronic devices is being researched. This would be an option for organizations

not wishing to issue individual RF bags. He also stated that MP3 players are not to be brought into Security Areas.

Mr. Soley then discussed video teleconference (VTC) systems and stated that some unclassified VTCs, outside of security areas, are not being properly secured to protect sensitive unclassified information. A question was raised concerning the security on the phone numbers used during "Meet-Me" conference calls in DOE. This is an OPSEC issue and will need to be addressed further.

A question was asked regarding RF Bag usage training. There is no official training being given. However, proper usage is shown on the ASRB to be released in the next few weeks. HSOs should review the proper usage of the bag with each individual when a new bag is issued.

Jack Harley, Operations Security (OPSEC) Program Manager, discussed the finding of OUO and UCNI matter in recycle bins and regular trash cans during periodic checks throughout the Headquarters facilities. He stated that once the trash is picked up at DOE, it becomes public domain. He stated that even though the matter may not seem important as an individual item, when combined with other unclassified information, it could potentially provide sensitive information to an adversary. Adversaries look for our vulnerabilities and weaknesses. He stated that we should make it more difficult for others to obtain vulnerable information.

Sheila Brumage, Facility Clearance and Approval Program Manager, introduced the new Facility Clearance and Approval Handbook. This handbook was developed to supplement the Facility Clearance Workshops that she periodically conducts. About four months ago, a handbook was developed for Procurement. This new handbook is geared towards HSOs, Contracting Officer's Representatives, Procurement Request Originators and Task Monitors. The handbook is designed to provide staff the step-by-step instructions necessary for completing the proper paperwork from the initial award of a contract to the termination of the contract. Each HSO, Alternate HSO, and HSO Representative will receive a booklet. Additional copies may be requested. The handbook will be placed on the HSS website when the site is up and is currently not available electronically.

Cecellia Rogers, Office of Personnel Security, provided an HSPD-12 Personal Identity Verification (PIV) update. She stated that the PIVing of new employees is going well. She stated that there were approximately 8750 Headquarters badged personnel as of October 2006. Of those, 1000 to 1500 individuals have been PIVed. Approximately 50 percent of this number were cleared employees. By October 2007, investigations should be completed for all employees with the exception of those with over 15 years of service. Those employees do not have to be processed until October 2008. Ms. Rogers stated that proof of a background investigation (BI) is required for all personnel and they should be receiving approximately 215 BI requests each month on uncleared employees; however, the fact that the number of monthly requests has not increased implies that the current population is not yet being processed. In order to confirm a previous BI from OPM, the

FBI or the State Department, it is necessary to provide the individual's full name, date of birth, place of birth and social security number. However, BI paperwork must be destroyed ten years after the clearance is terminated so the information may not always be available. HSOs are to be checking the lists of uncleared contractors sent to them and try to stay ahead of the schedule. DOE HR is currently running behind schedule on providing personnel security with the necessary information on Federal employees. Ms. Rogers stated one of the common mistakes being found is the failure to report arrests during the previous ten-year period. The goal is to be able to have rebadging performed on site by April or May of 2007. There is also a directive that first responders are eligible for early badging and the identification of this group is currently being performed. Ms. Rogers stated that when a contract is renewed, employees do not need to be PIVed at that time. She also said that the Badge Office gets weekly reports on PIV applicants whose paperwork is considered complete but whose PIV request has not been approved within 2 weeks. These people are usually eligible for a non-PIV (green) badge pending PIV approval.

Carrienne Zimmerman, Survey Program Manager, requested that quarterly updates be provided to the Survey Team on the appendices to the Headquarters Facilities Master Security Plan for each organization. Quarterly reminders will be sent to the HSOs requesting these updates along with any corrective actions completed (if applicable). If no changes have been made since the last submission of an organization's appendix, , an E-mail stating that fact is all that will be required.

A question was asked of Mr. Soley about the necessity of having gifts received during trade or business shows reviewed by the TSCM Team prior to being brought into Security Areas. Mr. Soley stated that it depended on what the item was and from where the item was received.

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

Attachments:

[Attendance Listing](#)

[Meeting Slide Presentation](#)