

Officer/Operations Security Working Group Quarterly Meeting

October 5, 2006

9:00 a.m.

Germantown Room B-025 and Forrestal Small Auditorium

John Lazor, Director, Office of Headquarters Security Operations, opened the meeting. There was a combined attendance of 63 at the Germantown and Forrestal locations (Attendance Listing attached). Mr. Lazor reviewed the topics to be discussed during the meeting

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, stated that this meeting was a “stepping stone” to the restart of the Headquarters Operations Security (OPSEC) Program. Mr. Szymanski briefly discussed the use of Radio Frequency (RF) bags in Security Areas in Headquarters facilities. He stated that the bags had been ordered for the former SP portion of the HSS organization. The National Nuclear Security Administration had ordered the bags for their group with the NNSA logo. An E-mail was sent to all HSOs on October 5, 2006, forwarding vendor and pricing information necessary for each Element to order the bags needed for their employees and visitors. New signage will be displayed at all Security Area entrances in the near future.

Mr. Szymanski brought up that all Technical Surveillance Countermeasures Officers (TSCMOs) should be coordinating gift inspections with the TSCM Team. Gift inspection sessions are being set up periodically at HQ facilities. E-mails will be sent from the TSCM Team setting up specific dates and times for gift inspections. Mr. Szymanski also stated that all TSCM Equipment Inspections should be requested in writing on a case-by-case basis. This can be accomplished via an e-mail to Sam Soley at sam.soley@hq.doe.gov and cc: Vince Spicer at vincent.spicer@hq.doe.gov.

Mr. Szymanski stated that the Office of Headquarters Security Operations will provide information deemed necessary for HSOs via a “HSO NOTICE” sent via E-mail. A notice was sent on October 5, 2006, with the RF bag information discussed earlier in the meeting. This notice also contained a “fillable” Security Area Request Form to be completed by HSOs when requesting a Security Area Approval, Change or Deactivation. These “HSO NOTICES” will be sent whenever there is information of importance to the HSO population.

Mr. Szymanski also stated that there have been delays in the release of the 2006 Annual Security Refresher Briefing (ASRB). The Cyber Security Briefing, which has been released as a separate mandatory briefing in the past, will be combined with the 2006 ASRB this year.

Mr. Szymanski stated that more information will be readily available to the HSOs whenever the new HSS portal is up and running.

Mr. Szymanski introduced Jack Harley, Headquarters OPSEC Manager. Mr. Harley stated that his position became official on August 21, 2006 and he displayed a picture of the new HQ OPSEC logo. Mr. Harley requested that each Element forward the appointment memos for their organization's OPSEC Representative. He stated that the FY07 Program Plan has been completed and will be distributed during the first OPSEC Working Group Meeting scheduled for November 16, 2006. He also stated that the OPSEC Handbook is ready for distribution.

Mr. Harley then introduced Mr. Scott Milliman from the Interagency OPSEC Support Staff. Mr. Milliman's presentation covered the topic of Trashint or Dumpster Diving. Examples of what type of information can be obtained from discarded paperwork and regular trash were shown. He explained how small pieces of information can be obtained and by adding the pieces together, a profile of an individual can be obtained and can be used by others for illicit purposes. He then described some specific pieces of information obtained from the Germantown facility by going through random trash and recycle bins.

Mr. Szymanski stated that any Classified Matter Protection and Control (CMPC) matters should be addressed directly to him or to Tina Vaughen. He stated that Roger Pfanstiel is out of the office on extended medical leave.

Cecellia Rogers, Office of Personnel Security, reviewed the current status and the procedures for the Personal Identity Verification (PIV) Process. She stated that all Headquarters personnel, with exceptions as noted in DOE N 206.3, must go through the PIV process. All current employees must provide proof of or request a new background investigation by 10/27/07, except for Federal employees who have been employed for 15 years or longer. These employees must do so by 10/27/08. Ms. Rogers reviewed the contents of a complete PIV package. Ms. Rogers stated that a Federal sponsor must be listed on PIV paperwork. She also noted that background investigations that took place over ten years ago may have been destroyed and a new background investigation will need to be initiated. If an applicant's badge is denied, the HSO is notified and will receive a copy of the information to deliver to the applicant. There is an appeal process for employees if disapproved. Ms. Rogers discussed Green Badges which are local site-specific badges. Weekly reports are sent to the badge offices listing the personnel eligible for green badges. Included in the copy of the slides attached to this presentation is a chart depicting the year-long distribution of the workload for the pre-PIV process. A DOECAST will be sent out within the next few weeks notifying the workforce of the pre-PIV process. I-9 documentation verification for current employees will not take place until PIV-II enrollment begins.

Mr. Jim East, Senior Counterintelligence Officer, Washington Regional Counterintelligence Office, spoke about the importance of counterintelligence education. He stated that Foreign Intelligence Services are trying to recruit from within all levels and all organizations, including DOE. He stated that there are many sensitive country visitors to DOE, especially in the Forrestal Building. Mr. East

stated that the Foreign Intelligence Services try to build trust with those they are trying to recruit.

Mr. East stated that more in-depth counterintelligence workshops will be scheduled twice a year in both the Germantown and the Forrestal Buildings. He requested that if any individual has a counterintelligence question or concern, they should contact one of the individuals listed on the handouts from this meeting (copies attached).

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

Attachments:

[Attendance Listing](#)

[Meeting Slide Presentations](#)

1. OPSEC
2. PIV Process

[Washington Regional Counterintelligence Office Handouts](#)

1. WRCO CI Awareness Fact Sheet
2. WRCO Fact Sheet