

Headquarters Security Officer/Operations Security Working Group Quarterly Meeting

September 29, 2005

10:30 a.m.

Room 8E-089, Forrestal Facility

John Lazor, Director, Office of Headquarters Security Operations, opened the meeting with an attendance of 60 (Attendance Listing attached). He briefly discussed the Office of Security and Safety Performance Assurance reorganization.

Ed Szymanski, Team Leader, Headquarters Technical and Information Security Team, stated that the 2005 Annual Security Refresher Briefing (ASRB) will be rolled out on October 31, 2005. He stated that accessing the internet/web-based briefing and tracking completion of the briefing will be completed using the newly developed Identity Management System.

Jim Sledge and Mike Kelly, representatives from the Office of the Chief Information Officer, listed the advantages of using the CIO server and the Identity Management System for this year's ASRB. Some of these advantages included the resolution of issues from past briefings (inability to obtain completion certificate, unclear registration interpretations, inability to access briefing). It was stated that all contractors need to designate Federal sponsors in the Identity Management System – Federal employees are already registered. If you didn't get the DOECAST message containing the detailed instructions for accessing the Identity Management System, please contact Tina Vaughn at 3-9986 or Ed Szymanski at 3-9990. It was suggested that all HSOs need to review the Identity Management System to be sure that those contractors who support them have sponsors and are registered.

Mike Shincovich, a representative from the Office of Management, discussed the upcoming Sprinkler and Fire Alarm project that will take place in the Forrestal facility. He stated that the project will take four and one-half years to complete. Installation of a new PA system, fragment retention film, escape masks, and AED devices have been completed. This project will be complicated due to the size of the entire project and will cost \$40M during the 4 ½-year completion process. It will be done in 26 phases involving all floors and will install a sprinkler in each Forrestal office. Voice announcements will replace fire bells and will be more clearly audible. Extensive ceiling work will be taking place; metal pan ceilings will be replaced and new light fixtures, T-bar ceiling grid and acoustic panels are to be installed. Office space will be leased to serve as swing space to temporarily relocate personnel and will be available starting in February 2006. Computer hardware will remain in individual's original office and swing space will be furnished with systems furniture and IT workstations. Critical information and files will be relocated to the swing space and personal effects are to be removed and are recommended to be taken home by each affected employee. Current approved security areas will not move, and escorts will be provided. The project will begin on the 8th floor and the projected official start date for the project is January 17, 2006, which

may slip, with completion slated for 2010. Security areas may start to be renovated as early as February 2006. After the construction contract is awarded, a project schedule can be finalized.

Bill Dwyer, Team Leader, Headquarters Physical Protection Team, stated that visits by foreign nationals to DOE Headquarters buildings must be approved in FACTS prior to the visit. Exceptions: Public meetings/Vendors, delivery, or service personnel who will be fully escorted/high level protocol visits. High level protocol visits are limited to visits with the Secretary, Deputy Secretary, Under Secretary or Program Secretarial Officers (Dash 1's) by foreign diplomats or foreign high-level government officials. Assignments for sensitive country nationals cannot be approved without a completed indices check. A counterintelligence consultation in lieu of an indices check involves a consultation with the Office of Counterintelligence. Submission of the consultation memorandum to CN does not fulfill this requirement, and the visit cannot be approved until the actual consultation takes place.

Sheila Brumage, Facility Clearance and Approval Manager and Foreign Ownership, Control or Influence (FOCI) Manager, discussed the new version of the Safeguards and Security Information Management System (SSIMS) and the restart-up of the Facility Clearance/FOCI Workshops. A copy of the handout is attached. Ms. Brumage reviewed the forms that have changed and stated that deviations can now be tracked in the new version of SSIMS. She stated that the revised forms are now available on www.directives.doe.gov.

Roger Pfanstiel, Classified Matter Protection and Control (CMPC) Manager, reviewed the Stop Access issue for Stevie Grimes, Headquarters Personnel Security, who was unable to attend the meeting. He stated that all questions concerning Stop Access should be forwarded to Personnel Security. A copy of the presentation slides is attached.

Mr. Pfanstiel stated that Control Stations will be instituted on 10/31/05. He reviewed how mail is received and sent out from HQ. He stated that non-possessors will still need to have a point-of-contact for express mail. On other security-related items, Mr. Pfanstiel discussed the re-keying of all STEs and STUs and stated that they must be re-keyed by October 7, 2005. When using shredders for destruction, the shredder residue should be checked after each use. An example was shown during the presentation and a copy of the slide is attached. The up-coming CMPC Overview course schedule was announced. There was a question raised concerning the Office of Congressional and Intergovernmental Affairs not having a point-of-contact or representative in place for mail being delivered to Capitol Hill. The point-of-contact had not yet been agreed upon. NOTE: Following the HSO meeting, the Office of Congressional and Intergovernmental Affairs provided the following information for the point-of-contact for transmitting classified matter to Capitol Hill:

- Dirk A. Bartlett, Room 7B-138, Forrestal Building, 202-586-2701 or 202-586-5450

Rick Estberg, a representative for the Interagency OPSEC Support Staff, provided an Operations Security (OPSEC) Overview presentation. A copy of the slides for this presentation is attached. NOTE: Mr. Estberg has stipulated that these may not be distributed outside official government channels.

The meeting was adjourned at 12:30 p.m.

The next HSO/OPSEC Working Group Quarterly Meeting will be held on January 26, 2006, in Room A-410, Germantown, from 10:30 a.m. until 12:30 p.m.

Attachments:

[Attendance Listing](#)

[Facility Clearance/FOCI Handout](#)

[Stop Access and other security-related slides](#)

[OPSEC Slide Presentation](#)