

SAFEGUARDS AND SECURITY WORKING GROUP ANNUAL WORK PLAN – FY2022

Working Group Mission and Objectives

It is the mission of the Safeguards and Security Working Group (SSWG) to continuously improve Safeguards & Security (S&S) performance across U.S. Department of Energy (DOE), to include the National Nuclear Security Administration (NNSA) by focusing on the protection of Nuclear Material (NM) and Special Nuclear Material (SNM), sensitive information, classified matter, assets, and personnel. The SSWG adds value by bringing together the best and brightest DOE/NNSA and industry S&S professionals to analyze issues and develop cost-effective solutions that bring clarity and continuous improvement to the DOE/NNSA missions.

Our primary objectives are to:

- Enable the successful execution of DOE/NNSA missions and programs by promoting security practices that deliver efficient, safe, and secure outcomes.
- Provide a forum for the active exchange of ideas, approaches and lessons learned among contractors and industry that:
 - Enhances collaboration through the sharing of innovative technologies and methods, and
 - Encourages interaction between DOE management and contractors on complex wide objectives, issues and projects.
- Serve as a consensus board for emerging security directives proposed by DOE and for the interpretation and consistent application of existing DOE directives.
- Assure the goals of EFCOG and DOE are met through effective planning and execution.
- Promote continuous improvement and professional development by sharing information among contractors through vehicles such as websites, workshops, and subgroups.

The SSWG is comprised of four technical subgroups which include: Program Planning and Management (PPM), Information Security, Physical Security and Protective Force, and Material Control and Accountability (MC&A).

SSWG Focus Areas

The SSWG will continue to focus on key areas to address current or emerging challenges and to deliver efficiency and effectiveness in the deployment of S&S Programs.

While DOE policy and NNSA Supplemental Directives, allow the acceptance of appropriately analyzed and mitigated risks through the approval of Site or Facility Security Plans, the increasing global concerns for terrorist related scenarios, active shooter/workplace violence, insider threats, and other low-level threats may create challenges in security risk assessment that uses a regulatory-driven basis to inform the calculation of S&S program effectiveness. This concept is valid for most aspects of S&S, from physical protection strategies, material inventory, and information protection. The sub-groups of the SSWG will focus partially on the analysis of these challenges to policy implementation and assist with

the identification of best practices for implementing a Site or Facility security program, to include the assessment of risk and performance.

Working Group Activities

The SSWG leadership team will conduct group conference calls as necessary to discuss performance of the working group; to include status of key actions, deliverables, and emerging issues. When the conference calls are conducted, they will be scheduled to last one hour and typically involve 4-8 individuals. If available, the assigned DOE and EFCOG liaisons will be invited. Total time invested is approximately 10 hours/month.

For the same purposes noted above, each of the four SSWG subgroups (Program Planning and Management, Information Security, MC&A and Physical Security/Protective Force) may have routine interface with their members. The number of staff participating on a topic can vary widely but they typically range from 12-25 personnel. Total time invested is approximately 5-15 hours/month.

It is the expectation that the SSWG will hold at least one annual meeting to bring Contractor, Federal and Industry members together in a face-to-face forum to address a strategic topic(s) of broad interest to the S&S community. This meeting provides an opportunity for each of the subgroups to hold breakout sessions where task deliverables are reviewed, edited, deliberated on, and emerging issues identified. In addition, the annual meeting provides a unique forum for guest speakers to share business sensitive and when necessary, classified information, in an approved environment. Attendance at these meetings involves between 30-60 personnel and the total costs do not exceed the \$100K threshold requiring additional approvals. Meetings are held at DOE Sites to reduce overall costs and to facilitate other related business activities.

As needed, technical teams may be formed to act on deliverables in a face-to-face meeting that cannot be completed by other means such as video conferencing. Approval to travel will be obtained from the appointed DOE and EFCOG liaisons prior to commissioning a technical team.

EFCOG Working Group Planned Activities for FY2022

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Information Security			
		Meeting/meeting minutes	40
TSCM – Develop Standard Job Qualification Document	Standardization of Job Requirements	Annual Report Publish TSCM Standard Job Qualification Document	10 80
Develop Standardized Facility Threat Assessment Process	Standardized Facility Assessments	Publish Standardized Facility Threat Assessment Process	100
Develop Destruction of Media Best Practice	Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges of media destruction.	Publish Destruction of Media Best Practice Guide	100
Present Marking in the Electronic Environment	Provides insight to contractor needs and understand opportunities for improvement on how marking in electronic environment will impact mission work.	Presentation at EFCOG Information Security Group	100
Develop CUI Requirements Presentation	Provide insight to contractors the new CUI requirements and how they are being implemented, and how the new requirements will other Security Programs and mission work.	Publish CUI Requirements Presentation. Present CUI Requirements Presentation to EFCOG	100 20

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Material Control and Accountability			
		Meeting/meeting minutes	40
Develop Measurement Equipment Matrix	Identify and document measurement equipment utilized across the complex.	Annual Report	10
Develop MC&A Performance Assurance Best Practices Guide	Create a performance assurance guide that will detail requirements and practices for the MC&A program evaluation; including information related to assessments, testing, and templates.	Publish Measurement Equipment Matrix	80
Develop MC&A Performance Assurance Best Practices Guide		Publish MC&A Performance Assurance Best Practices Guide	80
Develop an Inventory Best Practice Document	Review and update 2014 document to incorporate technologies and DOE/NNSA implementation practices	Publish Inventory Best Practice Document	80
Develop Authorization to Ship Template	Complete a standardized form that can be used across the complex documenting necessary information required prior to shipping material.	Publish Authorization to Ship Template	40
Develop MC&A Accounting Brochure	Create a brochure that can be used by other organizations identifying points of contacts, timelines, and requirements for shipping and receiving of NM.	Publish MC&A Accounting Brochure	30
Develop Physical Inventory Brochure	Create a brochure informing organizations/individuals of inventory practices.	Publish Physical Inventory Brochure	30
Develop Catalog Barcode Readers Matrix	Create matrix identifying barcode readers utilized across the complex for inventory along with associated software and noted pros and cons of the systems.	Publish Catalog Barcode Readers Matrix	40

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Physical Protection			
<p>Develop Civil Disobedience Best Practices Guide</p>	<p>Provide a standardized approach to countering civil disobedience primarily focused on Enterprise facilities with protective force personnel. Guide will include lessons learned, standardized training & equipment (PPE and crowd control), coordination with LLEA and municipalities, legal (federal, corporate & municipal), role of public information officer(s) and coordinating the exercise and evaluation of associated practices.</p>	<p>Meeting/meeting minutes Annual Report Publish Civil Disobedience Best Practice Guide</p>	<p>40 10 100</p>
<p>Develop Suspicious Packages and Explosives Response Best Practice Guide</p>	<p>Develop and publish Best Guide on standardized approach and response to Suspicious Packages & Explosives Response.</p>	<p>Publish Suspicious Packages and Explosives Response Best Practice Guide</p>	<p>100</p>

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Program Planning and Management			
<p>Establish Advisory Panel Team / Working Group for Local Insider Threat Working Group</p>	<p>Establish LITWG Working Group / Team of specialists to communicate and work together for Local Insider Threat Working Group. This team would hold routine or periodic teleconferences, or WebEx, to initiate and encourage free-flowing ideas. The team will discuss a myriad of applicable and timely topics as well as work on SSWG working group goals.</p> <p>Team will look at information sharing. Specifically, what is shared and how it is shared at sites and sites differ.</p> <p>In addition, the Team would provide a great pool of SMEs in moving toward prescriptive guidance and work on the IT Tech Standard.</p>	<p>Meeting/Meeting minutes</p> <p>Annual Report</p> <p>Publish LITWG Working Group / Team Member List</p>	<p>40</p> <p>10</p> <p>100</p>
<p>Develop Best Practices Guide on establishing the LITWG core members</p>	<p>Develop and publish Best Practice on establishing the LITWG core members.</p>	<p>Publish Establishing LITWG Members Best Practices</p>	<p>100</p>
<p>Develop Controlled Unclassified Information (CUI) Lessons Learned and Benchmarking Document</p>	<p>Conduct virtual benchmarking with all sites on Controlled Unclassified Information (CUI) rollout to Ensure standardization of proper handling and protection of CUI information and aid in comprehension and implementation.</p>	<p>Publish Controlled Unclassified Information (CUI) Lessons Learned and Benchmarking Document</p>	<p>100</p>

<p>IOSC Best Practices Guide</p>	<p>Review IOSC Best Practices Guide and determine path forward based on current utilization, updates to orders and other processes, impact of prolonged (and continued) telework, and input from IOSC community.</p>	<p>Path forward may include retirement of the best practices guide and capturing still-relevant guidance in a new document or rolling applicable guidance into recommendations for an update IOSC DOE Standard (see below).</p>	<p>96-240 Depending on determined path forward (combined calculated hours of estimated participants)</p>
<p>DOE Standard for IOSCs (DOE-STD-1210-201)</p>	<p>Develop recommendations for updated guidance in DOE-STD-1210-201. The current standard is 10 years old and does not account for some recent changes in technologies and work practices (e.g., telework, cloud computing). This effort would include soliciting concurrence from Federal oversight, SME participation from the IOSC community, proposing updated language and guidance to the standard, and then soliciting concurrence on those final recommendations from across the IOSC community, their contractor and Federal oversight, as well as the Federal Program owner. While the effort would include soliciting specific feedback from the community on possible updates, based on issues discussed over the prior few years, possible target areas would include:</p> <ul style="list-style-type: none"> • Discuss and document consistency methods to address IOSCs where multiple sites are involved. • Develop and document a consistent approach to conducting inquiries involving remote workers given the increase, post COVID, in this expanded working environment. • Develop a framework for IOSC programs to better understand and document compromise factors involving controlled 	<p>Publish a new version of the DOE IOSC Standard that includes:</p> <ul style="list-style-type: none"> • Standard Review • Solicit specific input on improvement opportunities • Develop recommendations (i.e., new language). • Present recommendations • Solicit Concurrence 	<p>1380</p>

<p>On-Going IOSC Best Practices Community</p>	<p>articles by engaging SMEs in controlled articles.</p> <ul style="list-style-type: none"> • Engage Cyber counterparts to develop consistent standard for sanitization of electronic storage media impacted by IOSCs involving classified spillages. • Update decision trees based on current risk information applicable to cloud computing, encryption, and other network-based access controls. <p>IOSC Program Managers, SMEs, and stakeholders meet virtually 2x/month to discuss ongoing trends, issues, policies, and practices. Key discussion points are captured in meeting minutes and reviewed periodically (annually?) to identify and report best practices, trends, and recommended updates to policies.</p>	<p>Ongoing, 2x/month</p>	<p>578</p>
--	--	--------------------------	------------

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
SSWG Joint Sub-Group Activities			
Update member database and subject matter expertise contact list.	Provides reference expertise in each of the SSWG topical areas for community tasking's.	Member List	30
Conduct Annual SSWG Meeting	Provides lessons learned and benchmarking opportunities to understand impacts in each topical area and how they impact the others.	Meeting/meeting minutes Annual Report	90 20
Update and maintain website as information tool	Provide a mechanism to capture EFCOG tasks and accomplishments.	SSWG Website updates	20
Conduct Mid-Year VTC or meeting to update task status	Provides current status prior to EFCOG annual Board meeting, keeps emphasis on task completion.	Meetings/Meeting Minutes	40
Develop Lessons learned and best practices from operations during COVID document(s)	Develop best practices document(s) to incorporate Lessons Learned and Best Practices from Operations during COVID-19. Address COVID-related contractual issues and optimized telework during COVID and beyond. This is an ongoing request from EFCOG.	Publish Operations during COVID Best Practice(s) Document(s)	100