

SAFEGUARDS AND SECURITY WORKING GROUP ANNUAL WORK PLAN – FY2024

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 working 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 or telephone conferencing. Approval to travel will be obtained from the respective DOE line management and EFCOG liaisons prior to commissioning a technical team.

EFCOG Working Group Planned Activities for FY2024

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Information Security			
Classified Off-Site	Analysis of risks, benefits and identify impacted Safeguards & Security polices	Meeting/meeting minutes	40
		Annual Report	10
Evaluate Information Security Training at contractor sites (for Mission and S&S POCs)	Lessons learned and share best practices	Presentation and input into 2024 Final EFCOG report	10
OPSEC- Threat Analysis Collection Methods	Discuss methods to streamline collection of this information to ensure sites are assessing to the same or similar basis.	Discuss and present at FY24 EFCOG SSWG Annual Working Meeting	10
OPSEC- Complex-Wide Critical Information List	Given implementation of CUI//OPSEC requirements, discuss ways to ensure greater cohesion in efforts and guidance to mature DOE/NNSA Critical Information Lists.	Discuss and present at FY24 S&S EFCOG Annual Working Meeting	

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Material Control and Accountability			
Template for a LANMAS Job Aid Desk Reference	Develops a common job aid for the national labs to use to increase consistency with LANMAS data processes	Meeting/meeting minutes Annual Report Completed Desk Reference	40 10 120
Review the Accounting Sub-Group Charter	MC&A brochure providing customers with information on what MC&A does and why it is important. Review of completed surveys to identify best practices from multiple sites to develop as a guide	Completion of review report	80
Obtain and compile completed surveys from all of the sites	Review of completed surveys to identify best practices from multiple sites to develop as a guide	Completed Guide	120
Publish remaining 3 Site Inventory Plans (matrix). LLNL, ORNL & PNNL.	Share inventory plans for cross-comparative best practices and discussion among the sites	Publish Inventory Plans	100

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Physical Protection			
<p>Develop Unmanned Aerial Systems (UAS) Reporting and Response Operational Approach Document</p>	<p>Provide a standardized approach to response and reporting of UAS's in association with Federal Aviation Administration guidelines, as well as established DOE reporting requirements related to UAS overflights.</p>	<p>Meeting/meeting minutes</p> <p>Annual Report</p> <p>Publish Best Practice Guide</p>	<p>40</p> <p>10</p> <p>100</p>

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Program Planning and Management			
<p>Establish Task Team for Local Insider Threat Working Group</p>	<p>Continue work to establish LITWG Task 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>Work with DOE National Training Center to determine feasibility of IOSC Inquiry Official continued training</p>	<p>Determine the feasibility in developing continual training to enhance the investigative skills of the Inquiry Official.</p>	<p>Report of study</p>	<p>20</p>

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
SSWG Joint Sub-Group Activities			
Update member list 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	90
Update and maintain website as information tool	Provide a mechanism to capture EFCOG tasks and accomplishments.	EFCOG Annual Report	20
Conduct Mid-Year meeting to update task status	Provides status prior to EFCOG annual Board meeting, keeps emphasis on task completion.	SSWG Website updates	20
Conduct Mid-Year meeting to update task status	Provides status prior to EFCOG annual Board meeting, keeps emphasis on task completion.	Meetings/Meeting Minutes	40