Safeguards and Security Working Group

Annual Work Plan – FY2016

**1. 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 DOE by focusing on the protection of Special Nuclear Material (SNM), sensitive information, classified matter, assets, and personnel. The SSWG adds value by bringing together the best and brightest DOE and industry S&S professionals to analyze issues and develop cost-effective solutions that bring clarity and continuous improvement to the DOE missions.

Our primary objectives are to:

* Enable the successful execution of DOE missions and programs by promoting security practices that deliver cost effective, 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 three technical subgroups which include: Information Security (to include Program Management), Physical Security (to include protective force) and Material Control and Accountability (MC&A).

**2. SSWG Focus Areas for FY16**

During FY16 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 still allow the acceptance of appropriately analyzed and mitigated risks, at the appropriate management levels, through approval of Security Plans, a paradigm shift is emerging. Increasing global concerns for lone wolf scenarios, active shooters, insiders and other low-level threats create difficulties in standard risk modeling that uses a regulatory basis for calculating program effectiveness. This concept is true for all aspects of S&S, from tactical staging to material inventory to information protection. The sub-groups of the SSWG will focus FY16 on the analysis of these pending changes to policy and assist policy makers in the determination of best business practices for evaluating risk and discerning performance.

**3. Working Group Activities**

The SSWG leadership team will hold monthly group conference calls to discuss performance of the working group; to include status of key actions and deliverables and emerging issues. The calls are scheduled to last one hour and typically involve 6-12 individuals including our assigned DOE and EFCOG liaisons. Total time invested is approximately 10 hours/month.

For the same purposes noted above, each of the three SSWG subgroups (Information Security, MC&A and Physical Security) is expected to hold monthly conference calls with their members. The number of staff participating on the calls can vary widely but they typically range from 12-25 personnel. These calls last between 30-60 minutes. Total time invested is approximately 5-15 hours/month.

It is the expected 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 the subgroups to hold breakout sessions were task deliverables are reviewed, edited and 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, small tactical teams of will be formed to action 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 tactical team.

**4. EFCOG Working Group Planned Activities for FY 2016**

| Activity | Benefit | | Deliverable/Key Milestone(s) | Estimated Hours to Complete |
| --- | --- | --- | --- | --- |
| 1.0 Information Security | | | | |
| 1.1 Assist in policy review and implementation of programs related to HRP categorization, insider analysis and counterintelligence. | Provides insight to contractor needs and abilities to policy makers and allows practical solutions to challenging problems | | 1.1.1 Meeting/meeting minutes  1.1.2 FY16 Annual Report | 40  10 |
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| 2.0 Physical Security | | | | |
| 2.1 Assist in policy review and implementation of programs related to security technology infrastructure and the revised Design Basis Threat guidance. | Provides insight to contractor needs and abilities to policy makers and allows practical solutions to challenging problems | | 2.1.1 Meeting/meeting minutes  2.1.2 FY16 Annual Report | 40  10 |
|  | |  | | |
| 3.0 Material Control and Accountability | | | | |
| 3.1 Assist in policy review and implementation of programs related to budgets and staffing for MC&A programs, in consideration of enhanced safeguards controls. | Provides insight to contractor needs and abilities to policy makers and allows practical solutions to challenging problems | | 3.1.1 Meeting/meeting minutes  3.1.2 FY16 Annual Report | 40  10 |
|  | |  | | |
| 4.0 SSWG Joint Sub-Group Activities | | | | |
| 4.1 Jointly sponsor and participate in the Performance Testing Working Group session in January 2016  4.2 Conduct annual SSWG meeting | Provides insight to and from Performance Assurance functions in each of the SSWG topical areas.  Provides lessons learned and benchmarking opportunities to understand impacts in each topical area and how they impact the others. | | 4.1.1 Meeting/meeting minutes  4.1.2 FY16 Annual Report  4.2.1 Meeting/meeting minutes  4.2.2 FY16 Annual Report | 80  10  160  10 |
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