Safeguards and Security Working Group

Annual Work Plan – FY2018

**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 U.S. Department of Energy (DOE) 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 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 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 three technical subgroups which include: Information Security [to include Program Planning and Management (PPM)], Physical Security (to include protective force) and Material Control and Accountability (MC&A).

**2. SSWG Focus Areas for FY18**

During FY18 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 National Nuclear Security Administration (NNSA) supplemental directives still allow acceptance of appropriately analyzed and mitigated risks through approval of Site or Facility Security Plans, the recently published Design Basis Threat Order has added additional analysis direction. 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 FY18 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.

**3. Working Group Activities**

The SSWG leadership team will hold regular 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 4-8 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 (PPM, MC&A and Physical Security) has 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 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, technical teams will 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.

**4. EFCOG Working Group Planned Activities for FY 2018**

| Activity | Benefit | Deliverable/Key Milestone(s) | Estimated Hours to Complete |
| --- | --- | --- | --- |
| 1.0 Information Security |
| * 1. Develop the IOSC Categorization best practice
	2. Assist in the review and development of an OPSEC Handbook
 | Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges | 1.1.1 Meeting/meeting minutes1.1.2 FY18 Annual Report1.1.3 Publish best practice on IOSC categorization1.2 Develop comments and provide recommendations to OPSEC Handbook | 40108020 |
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| 2.0 Physical Security |
| 2.1 Assist in policy review and implementation of programs related to security technology infrastructure2.2 Review and support development of implementation for the Design Basis Threat policy, and associated Security Risk Management Technical Standard. | Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges | 2.1.1 Meeting/meeting minutes2.1.2 FY18 Annual Report2.2.1 Meeting/meeting minutes | 4010100 |
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| 3.0 Material Control and Accountability |
| 3.1 Develop MC&A Centers of Excellence (COE) points-of-contact.3.2 Develop Sub-Topical Working Groups to assist in policy review and implementation of programs related to budgets and staffing for MC&A programs, in consideration of enhanced safeguards controls. | Identifying the MC&A COE will provide practitioners and policy makers points-of-contact for questions, concerns, and benchmarking.Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges | 3.1.1 MC&A COE list of points-of-contact3.2.1 Bi-annual reports to the NNSA MC&A IP3.2.2 FY18 Annual Report | 104010 |
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| 4.0 SSWG Joint Sub-Group Activities |
| 4.1 Develop member database and subject matter expertise contact list. 4.2 Conduct annual SSWG meeting4.3 Update and maintain website as information tool4.4 Conduct mid-year VTC or meeting to update task status | Provides reference expertise in each of the SSWG topical areas for community taskings.Provides lessons learned and benchmarking opportunities to understand impacts in each topical area and how they impact the others.Provides a mechanism to capture EFCOG tasks and accomplishments.Provides current status prior to EFCOG annual Board meeting, keeps emphasis on task completion. | 4.1.1 Member listing4.2.1 Meeting/meeting minutes4.2.2 FY18 Annual Report4.3.1 SSWG Website updates4.4.1 Meeting/meeting minutes | 40160102020 |
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