

SAFEGUARDS AND SECURITY WORKING GROUP ANNUAL WORK PLAN – FY2019

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 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 for FY19

During FY19 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 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 FY19 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 (PPM, 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 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 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.

EFCOG Working Group Planned Activities for FY 2019

| Activity | Benefit | Deliverable / Key Milestone(s) | Estimated Hours to Complete |
|---|--|---|-----------------------------|
| 1.0 Program Planning and Management | | | |
| 1.1 Develop an Export Control Best Practices Guide | 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 minutes 1.1.2 FY19 Annual Report 1.1.3 Publish best practice on Export Control Implementation | 40 10 80 |

| Activity | Benefit | Deliverable / Key Milestone(s) | Estimated Hours to Complete |
|---|---|--|-----------------------------|
| 2.0 Information Security | | | |
| <p>2.1 Develop the IOSC Suggestions for Policy Revision</p> | <p>Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges</p> | 2.1.1 Meeting/meeting minutes | 40 |
| | | 2.1.2 FY19 Annual Report | 10 |
| | | 2.1.3 Publish best practice on IOSC categorization | 80 |
| <p>2.2 Assist in the review and development of an OPSEC Handbook</p> | | 2.2.4 Develop comments and provide recommendations to OPSEC Handbook | 20 |
| 3.0 Material Control and Accountability | | | |
| <p>3.1 Update Termination of Safeguards best practice document</p> | <p>Review and update 2014 document to incorporate technologies and DOE/NNSA implementation practices</p> | 3.1.1 Meeting/meeting minutes | 40 |
| | | 3.1.2 FY19 Annual Report | 10 |
| | | 3.1.3 MC&A COE list of points-of-contact | 10 |
| <p>3.2 Update TID seals Guide</p> | <p>Review and update 2012 version to incorporate technologies and DOE/NNSA implementation practices</p> | 3.2.1 Update TOS and TID documents | 80 |
| <p>3.3 Develop an Inventory best practice document (multi-year activity)</p> | <p>Focus on Management, Operations, and general practitioners in FY19 and other portions in FY20</p> | 3.3.1 Begin Inventory Best Practice Document | 100 |

| Activity | Benefit | Deliverable / Key Milestone(s) | Estimated Hours to Complete |
|--|---|---|-----------------------------|
| 4.0 Physical Security / Protective Force | | | |
| 4.1 Assist in collaboration and development of a best practices for Cyber/Physical document | Provides insight to contractor needs and abilities for policy makers to facilitate the development of practical solutions to enterprise-wide challenges | 4.1.1 Meeting/meeting minutes 4.1.2 FY19 Annual Report 4.1.3 Publish best practice on Cyber/Physical Security Collaboration | 40 10 100 |
| 5.0 SSWG Joint Sub-Group Activities | | | |
| 5.1 Develop member database and subject matter expertise contact list. | Provides reference expertise in each of the SSWG topical areas for community taskings. | 5.1.1 Member List | 10 |
| 5.2 Conduct Annual SSWG Meeting | Provides lessons learned and benchmarking opportunities to understand impacts in each topical area and how they impact the others. | 5.2.1 Meeting/meeting minutes 5.2.2 FY19 Annual Report | 160 10 |
| 5.3 Update and maintain website as information tool | Provides a mechanism to capture EFCOG tasks and accomplishments. | 5.3.1 SSWG Website updates | 20 |
| 5.4 Conduct Mid-Year VTC or meeting to update task status | Provides current status prior to EFCOG annual Board meeting, keeps emphasis on task completion. | 5.4.1 Meeting/meeting minutes | 20 |