# **Safeguards and Security Working Group**

# **Annual Work Plan – FY2020**

## **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 for FY20**

During FY20 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 pf 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 FY20 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 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 FY20**

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| **Activity** | **Benefit** | | **Deliverable / Key Milestone(s)** | | **Estimated Hours to Complete** |
| 1. **Information Security** | | | | | |
| 1. **TSCM – Standardize Job Qualification Standards (Training/Certifications) Multi-Year** 2. **Standardize the Facility Threat Assessment Process Multi-Year** 3. **Develop a “Destruction of Media” Best Practice** | Standardization of Job Requirements  Standardized Facility Assessments  Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges of media destruction. | | 1. Meeting/meeting minutes 2. Annual Report 3. Develop a TSCM Standard Job Qualification    * 1. Develop a standardized Facility Threat Assessment process      2. Develop a list of authorized destruction facilities for the complex | | 40  10  80  40  40 |
| 1. **Material Control and Accountability** | | | | | |
| * 1. **Develop a DOE/NNSA Site-Wide Measurement Resource Identification Matrix**   2. **Develop an MC&A Task to Training Matrix**   3. **Develop an Inventory best practice document (multi-year activity)** | Provides focus on resource identification  Focus on standardized training in FY20  Review and update 2014 document to incorporate technologies and DOE/NNSA implementation practices | | * + 1. Meeting/meeting minutes     2. FY20 Annual Report     3. MC&A COE list of points-of-contact     4. Standardized Training     5. Develop Inventory Best Practice Document (multi Year 2019/2020 | | 40  10  10  80  100 |
| **Activity** | **Benefit** | **Deliverable / Key Milestone(s)** | | **Estimated Hours to Complete** | |
| 1. **Physical Protection** | | | | | |
| * 1. **Assist in collaboration and development of a best practices for Cyber/Physical document**   2. **Develop Best Practice Guide for addressing Active Shooter situations** | Provides insight to contractor needs and abilities for policy makers to facilitate the development of practical solutions to enterprise-wide challenges  Provides lessons learned and a standardized approach to active shooter throughout the Enterprise to include those facilities that do not have Protective Forces or on site LLEA. Improving and developing an active shooter response that includes a well-researched, standardized, trained and exercised approach | 1. Meeting/meeting minutes 2. Annual Report 3. Publish best practice on Cyber/Physical Security Collaboration    * 1. Publish Best Practice Guide FY20/21 | | 40  10  80  80 | |
| 1. **Program Planning and Management** | | | | | |
| 1. **Develop an Export Control Best Practices Initiative with PPM and INFOSEC. Both working groups will coauthor the Initiative.** | Ensure protection of technology and information in all its forms.  Information protection is everyone’s responsibility. | * + 1. Information Protection     2. Meeting/Meeting minutes     3. Annual Meeting     4. IP Improvement Plan     5. OPSEC Blitz     6. Presentations from SAS members     7. Security Matrix | | 100  10  40  160  60 | |

## **EFCOG Working Group Planned Activities for FY20**

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| **Activity** | **Benefit** | **Deliverable / Key Milestone(s)** | **Estimated Hours to Complete** |
| 1. **SSWG Joint Sub-Group Activities** | | | |
| **5.1 Update member database and subject matter expertise contact list.**  **5.2 Conduct Annual SSWG Meeting**  **5.3 Update and maintain website as information tool**  **5.4 Conduct Mid-Year VTC or meeting to update task status** | Provides reference expertise in each of the SSWG topical areas for community tasking’s.  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. | * + 1. Member List     2. Meeting/meeting minutes      * + 1. Annual Report     2. SSWG Website updates     3. Meetings/Meeting Minutes | 10  160  10  20  20 |