SAFEGUARDS AND SECURITY WORKING GROUP
ANNUAL WORK PLAN – FY2021

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 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 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 FY2021

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Information Security			
		Meeting/meeting minutes	40
		Annual Report	10
TSCM – Develop Standard Job Qualification Document	Standardization of Job Requirements	Publish TSCM Standard Job Qualification Document	80
Develop Standardized Facility Threat Assessment Process	Standardized Facility Assessments	Publish Standardized Facility Threat Assessment Process	100
Develop Destruction of Media Best Practice	Provides insight to contractor needs and abilities to policy makers to facilitate the development of practical solutions to enterprise-wide challenges of media destruction.	Publish Destruction of Media Best Practice Guide	100
Present Marking in the Electronic Environment	Provides insight to contractor needs and understand opportunities for improvement on how marking in electronic environment will impact mission work.	Presentation at EFCOG Information Security Group	100
Develop CUI Requirements Presentation	Provide insight to contractors the new CUI requirements and how they are being implemented, and how the new requirements will other Security Programs and mission work.	Publish CUI Requirements Presentation.	100
		Present CUI Requirements Presentation to EFCOG	20

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Material Control and Accountability			
Develop Measurement Equipment Matrix	Identify and document measurement equipment utilized across the complex.	Meeting/meeting minutes	40
		Annual Report	10
		Publish Measurement Equipment Matrix	80
Develop MC&A Performance Assurance Best Practices Guide	Create a performance assurance guide that will detail requirements and practices for the MC&A program evaluation; including information related to assessments, testing, and templates.	Publish MC&A Performance Assurance Best Practices Guide	80
Develop an Inventory Best Practice Document	Review and update 2014 document to incorporate technologies and DOE/NNSA implementation practices	Publish Inventory Best Practice Document	80
Develop Authorization to Ship Template	Complete a standardized form that can be used across the complex documenting necessary information required prior to shipping material.	Publish Authorization to Ship Template	40
Develop MC&A Accounting Brochure	Create a brochure that can be used by other organizations identifying points of contacts, timelines, and requirements for shipping and receiving of NM.	Publish MC&A Accounting Brochure	30
Develop Physical Inventory Brochure	Create a brochure informing organizations/individuals of inventory practices.	Publish Physical Inventory Brochure	30
Develop Catalog Barcode Readers Matrix	Create matrix identifying barcode readers utilized across the complex for inventory along with associated software and noted pros and cons of the systems.	Publish Catalog Barcode Readers Matrix	40

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Physical Protection			
Develop Civil Disobedience Best Practices Guide	Provide a standardized approach to countering civil disobedience primarily focused on Enterprise facilities with protective force personnel. Guide will include lessons learned, standardized training & equipment (PPE and crowd control), coordination with LLEA and municipalities, legal (federal, corporate & municipal), role of public information officer(s) and coordinating the exercise and evaluation of associated practices.	Meeting/meeting minutes Annual Report Publish Civil Disobedience Best Practice Guide	40 10 100
Develop Active Shooter Best Practices Guide	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.	Publish Active Shooter Best Practice Guide	100

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Program Planning and Management			
Establish Advisory Panel Team / Working Group for Local Insider Threat Working Group	Establish LITWG Working Group / 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. Team will look at information sharing. Specifically, what is shared and how it is shared at sites and sites differ. In addition, the Team would provide a great pool of SMEs in moving toward prescriptive guidance and work on the IT Tech Standard.	Meeting/Meeting minutes Annual Report Publish LITWG Working Group / Team Member List	40 10 100
Develop Best Practices Guide on establishing the LITWG core members	Develop and publish Best Practice on establishing the LITWG core members.	Publish Establishing LITWG Members Best Practices	100
Develop Controlled Unclassified Information (CUI) Lessons Learned and Benchmarking Document	Conduct virtual benchmarking with all sites on Controlled Unclassified Information (CUI) rollout to Ensure standardization of proper handling and protection of CUI information and aid in comprehension and implementation.	Publish Controlled Unclassified Information (CUI) Lessons Learned and Benchmarking Document	100

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
SSWG Joint Sub-Group Activities			
Update member database and subject matter expertise contact list.	Provides reference expertise in each of the SSWG topical areas for community tasking's.	Member List	20
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 Annual Report	80 20
Update and maintain website as information tool	Provide a mechanism to capture EFCOG tasks and accomplishments.	SSWG Website updates	20
Conduct Mid-Year VTC or meeting to update task status	Provides current status prior to EFCOG annual Board meeting, keeps emphasis on task completion.	Meetings/Meeting Minutes	40
Develop Lessons learned and best practices from operations during COVID document(s)	Develop best practices document(s) to incorporate Lessons Learned and Best Practices from Operations during COVID-19. Address COVID-related contractual issues and optimized telework during COVID and beyond. Assigned by EFCOG Strategic FY21 Priorities.	Publish Operations during COVID Best Practice(s) Document(s)	100