

SAFEGUARDS AND SECURITY WORKING GROUP ANNUAL WORK PLAN – FY2023

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 respective DOE line management and EFCOG liaisons prior to commissioning a technical team.

EFCOG Working Group Planned Activities for FY2023

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Information Security			
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 (e.g. Federal Guidance confusion, CUI impacts) of media destruction.	Meeting/meeting minutes Annual Report Educate and Communicate existing resources such as the NSA Evaluated Products List (EPL) at FY 23 S&S EFCOG Conference	25 10 25
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.	Provide recommendations to DOE HQ POC for CMPC Marking guide to include examples of complex electronic files.	10
Performance Assurance Activities	Sites sharing effective performance assurance activities to ensure compliance with Information Security, to include CMPC, and OPSEC requirements.	Discuss and present at FY 23 S&S EFCOG Conference.	

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Material Control and Accountability			
Site Specific Requirements for Shipments and Receipts	Shipper and receiver template outlining contact information, required approvals, etc.	Meeting/meeting minutes	40
		Annual Report	10
		Completed Guide	120
Accounting Brochure	MC&A brochure providing customers with information on what MC&A does and why it is important.	Brochure	80
Measurement and Measurement Control Guide	Review of best practices from multiple sites to develop as a guide	Completed Guide	120
Performance Assurance Guide	Review of best practices from multiple sites to develop as a guide	Completed Guide	120
Physical Inventory Guide	Review of best practices from multiple sites to develop as a guide	Completed Guide	120

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Physical Protection			
<p>Develop Civil Disobedience Best Practices Guide</p>	<p>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.</p>	<p>Meeting/meeting minutes</p> <p>Annual Report</p> <p>Publish Civil Disobedience Best Practice Guide</p>	<p>40</p> <p>10</p> <p>100</p>
<p>Develop Industrial Security Best Practices Guide</p>	<p>Develop and publish Best Practices Guide on industrial security protection measures that are not addressed in DOE Orders and guidance.</p>	<p>Publish Best Practice Guide</p>	<p>100</p>

Activity	Benefit	Deliverable / Key Milestone(s)	Estimated Hours to Complete
Program Planning and Management			
<p>Establish Task Team for Local Insider Threat Working Group</p>	<p>Establish LITWG Task 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.</p> <p>Team will look at information sharing. Specifically, what is shared and how it is shared at sites and sites differ.</p> <p>In addition, the Team would provide a great pool of SMEs in moving toward prescriptive guidance and work on the IT Tech Standard.</p>	<p>Meeting/Meeting minutes</p> <p>Annual Report</p> <p>Publish LITWG Working Group / Team Member List</p>	<p>40</p> <p>10</p> <p>100</p>
<p>Develop Best Practices Guide on establishing the LITWG core members</p>	<p>Develop and publish Best Practice on establishing the LITWG core members.</p>	<p>Publish Establishing LITWG Members Best Practices</p>	<p>100</p>

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	30
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	90 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