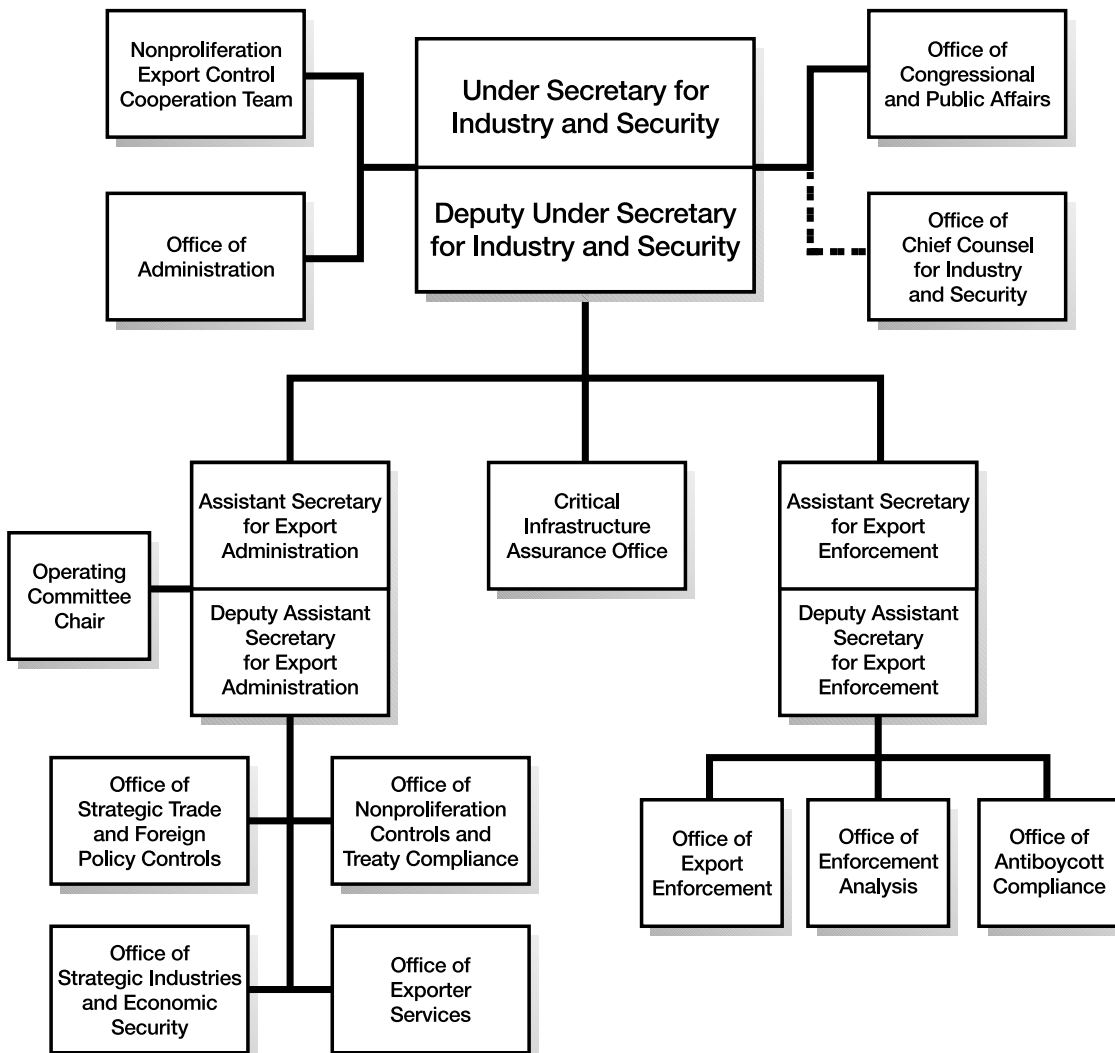


Appendix C: Administrative Information

BUREAU OF INDUSTRY AND SECURITY ORGANIZATIONAL CHART



Continuity of Operations Plan

In accordance with Federal Preparedness Circular 65, the Bureau of Industry and Security (BIS) developed a Continuity of Operations Plan (COOP). BIS briefed all employees and is in the process of conducting training on policies and procedures in the COOP. Certain aspects of the COOP will be tested in Fiscal Year 2003. Copies of BIS's vital records have been shipped to three emergency storage sites and alternate relocation sites have been equipped with office supplies, laptops, and in some cases, meals ready to eat.

Evacuation Plan

After the events of September 11, evacuation plans became an even higher priority. BIS created concise evacuation instructions and diagrams that are location-specific for all BIS offices in the Herbert C. Hoover Building. BIS employees volunteered to serve as floor wardens and stairway monitors to assist fellow employees in the event of evacuations.

IT Security

BIS achieved significant progress in Information Technology (IT) security during Fiscal Year 2002. While the

August 2001 General Accounting Office (GAO) audit report and the Office of the Inspector General's comments on BIS IT security formed a foundation from which to work, BIS has gone well beyond these reports to design and implement a strong IT security program. Most significantly, BIS has written, approved, and published an IT Security Program Policy and 13 issue-specific IT security policies.

On September 27, 2002, and based on the BIS Information Assurance Certification and Accreditation Policy, BIS was the first Bureau within the Department of Commerce to issue Interim Accreditation to an IT system (Export Control Automated Support System (ECASS) and the BIS Communications Infrastructure (BCI)) based on the National Information Assurance Certification and Accreditation Process (NIACAP).

BIS also remedied 100 percent of the weaknesses identified by GAO, provided IT security awareness education to all BIS employees, presented BIS senior managers with an IT security awareness overview, provided technical IT security training to the employees of the Office of the Chief Information Officer, and sent IT security program staff to attend training on the NIACAP process.