

Who We Are and What We Do

Office of Security Operations (HS-1.3)

[HQ Security Operations \(HS-1.31\)](#)

[HQ Personnel Security Operations \(HS-1.32\)](#)

Headquarters Security Officer (HSO) Program (HS-1.3)

The effectiveness of the DOE Headquarters (HQ) security program depends upon each of the 25 Headquarters Program Elements complying with DOE security orders and the Headquarters Facilities Master Security Plan (HQFMSP). The Headquarters Security Officer (HSO) Program was established in June 1990 to appoint individuals within each Program Element to serve as points of contact for the performance, coordination and dissemination of security activities and information. There are approximately 100 individuals who have been assigned HSO duties. The activities of the HSOs are coordinated by the HSO Program Manager within the Office of Health, Safety and Security. The HSO Program Manager hosts monthly training sessions and provides daily assistance to ensure HSOs understand their duties and comply with HQ security requirements. The HSO Program Manager also works with the security program managers to ensure that the HQFMSP is current and provides detailed procedures for the HSOs to follow. HSOs perform numerous activities in support of the personnel security, information security and physical security programs at HQ. HSOs are a key component of the HQ security program.

Headquarters Physical Security Program (HS-1.311)

The Headquarters Physical Security Program protects Departmental facilities in the Washington D.C. metropolitan area, the health and safety of personnel assigned to those facilities, and the classified, sensitive and unclassified property and matter within those facilities. This is accomplished through programmatic functions to:

- Maintain entry control and physical protection systems to include oversight of the Security Alarm Access Control Contractor
- Provide internal access controls
- Make facility clearance determinations
- Monitor unclassified foreign visits and assignments
- Manage Headquarters alarm and surveillance systems
- Oversee the site protective forces
- Liaison with other protection and law enforcement agencies
- Issue all DOE HQ security badges
- Operate the Central Classified Destruction Facility

Headquarters Information Security Program (HS-1.312)

The Headquarters (HQ) Information Security Program establishes and implements a comprehensive security program to protect DOE Headquarters facilities, personnel, and classified and unclassified controlled information. The program encompasses seven topical areas: The [Classified Matter Protection and Control \(CMPC\) Program](#) ensures that DOE classified and controlled unclassified information is appropriately protected and controlled

within the DOE environment. Disciplines within the CMPC Program include the full life cycle of classified matter from creation to destruction to include creation, classification review, finalization and marking, control and accountability, reproduction, receipt and transmission, storage, and destruction. The [Deviations Program](#) provides HQ facilities with an appropriately validated variance, waiver or exception to DOE Orders and/or HQ security directives when adequately justified. The [Facility Clearance and Approval Program](#) (FCAP) administratively determines that a facility is or is not eligible to access, receive, produce, use, and/or store classified matter, nuclear materials, or Departmental property of significant monetary value. The [Security Awareness Program](#) informs individuals of their safeguards and security responsibilities and promotes continuing awareness of good security practices. The [Security Survey Program](#) provides assurance to the Secretary of Energy, Departmental elements, and other government agencies that safeguards and security interests and activities are protected at the required levels. The [Operations Security \(OPSEC\) Program](#) ensures that Critical Program Information (CPI), including unclassified controlled information, is protected from inadvertent or unauthorized disclosure. It provides management with the information required for sound risk management decisions concerning the protection of sensitive information, and ensures that OPSEC techniques and measures are used throughout DOE HQ.

[Headquarters Special Operations Program \(HS-1.313\)](#)

The Headquarters (HQ) Special Operations Program provides executive protection services to the Secretary of Energy and others designated by the Secretary, conducts inquiries and investigations into significant matters of security concern, and supports the Federal Enduring Constitutional Government (ECG) and continuity by ensuring that Departmental leadership is available to continue essential functions during and following an emergency situation.

The program is supported by well trained and motivated experts providing executive protection operations, continuity support, investigative case management, intelligence dissemination, protective logistics and administrative support functions, all of which are critical to the sustainability of field operations. This program primarily consists of Criminal Investigators/Special Agents who are charged with the protection, investigation and enforcement of the Department's information and assets, dealing with the most critical data, materials and personnel. The agents have extensive training through the Federal Law Enforcement Training Center in all aspects of federal law enforcement, investigations and protective intelligence. Additionally, agents undergo in-service training in firearms, use of force, protective operations, legal issues, First Aid/CPR/AED, emergency and motorcade driving, as well as tactical response operations. Many of our agents are trained and certified as instructors in the various operational fields.

This office also conducts inquiries and investigations of alleged or suspected violations pursuant to the Atomic Energy Act, United States Code, Executive Orders, and Attorney General Guidelines.

The Office of Special Operations is very proud of our unique missions. We value our contribution to this Department and our efforts to improve our national security initiatives.

[Headquarters Technical Security Program \(HS-1.314\)](#)

The Technical Surveillance Countermeasures (TSCM) Program provides expert technical and analytical capabilities to detect, nullify and isolate electronic eavesdropping devices, technical surveillance penetrations, technical surveillance hazards, and physical security weaknesses

within DOE to detect and/or deter a wide variety of technologies and techniques that can be used to obtain unauthorized access to classified and sensitive unclassified information.

[Headquarters Personnel Security Operations](#)
[Headquarters Personal Identity Verification](#)
[Headquarters Security Clearance Processing](#)
[HS-1.32](#)

The primary function of the Office of Headquarters Personnel Security Operations is to assure that access to DOE classified information is permitted only when it has been determined that such access will not endanger the common defense and security and is clearly consistent with the national interest.

The Office manages and implements safeguards and security access authorization functions for DOE Headquarters (HQ) as well as other government agencies requiring access to DOE classified information. Responsibilities also include the classified visit program and implementation of the requirements of Homeland Security Presidential Directive 12 (HSPD-12) at DOE HQ.

The functions of the Office include: (1) processing security clearance requests for Federal and contractor employees who require access to DOE classified information or special nuclear material; (2) verifying and transmitting security clearances for classified meetings and visits, and (3) processing PIV requests for all HQ Federal and contractor staff. The Office is composed of two teams - the Personnel Security Team and the Personal Identity Verification (PIV) Team. The Personnel Security Team is composed of the processing section (the vault) and the adjudication section.

The Personnel Security Team's processing section handles all aspects of clearance requests, as well as the final actions taken following the completion of adjudication. The adjudicative section conducts the analytical functions associated with clearance processing including screening, analysis, letters of interrogatories, personnel security interviews, arranging psychological evaluations, administrative reviews (due process), and obtaining drug test results prior to granting an access authorization.

The PIV Team's duties include prescreening security forms, submitting cases for investigation, maintaining and filing PIV files, preparing reciprocity requests, processing electronic fingerprints, reviewing background investigations and making recommendations for resolution of derogatory information including preparation of interrogatories to individual applicants.