Office of Security

Orientation Briefing

Working together to make the
Department of Commerce
a more secure environment for all.

Office of Security

Security Awareness:

- The Department of Commerce has over 60,000 employees, contractors and other affiliates throughout its facilities.

- Your security is based on the eyes, ears, and intuition of all DOC personnel.

- If you see anything suspicious, unusual or out of place, report it immediately to your servicing security office.

Security is Everyone's Responsibility!

Office of Security

Investigations into terrorist attacks, such as 9/11 and the Oklahoma City bombing, <u>revealed that people had observed suspicious behavior, but did not report it.</u>

It is everyone's responsibility to be observant <u>and</u> report any suspicious behavior!

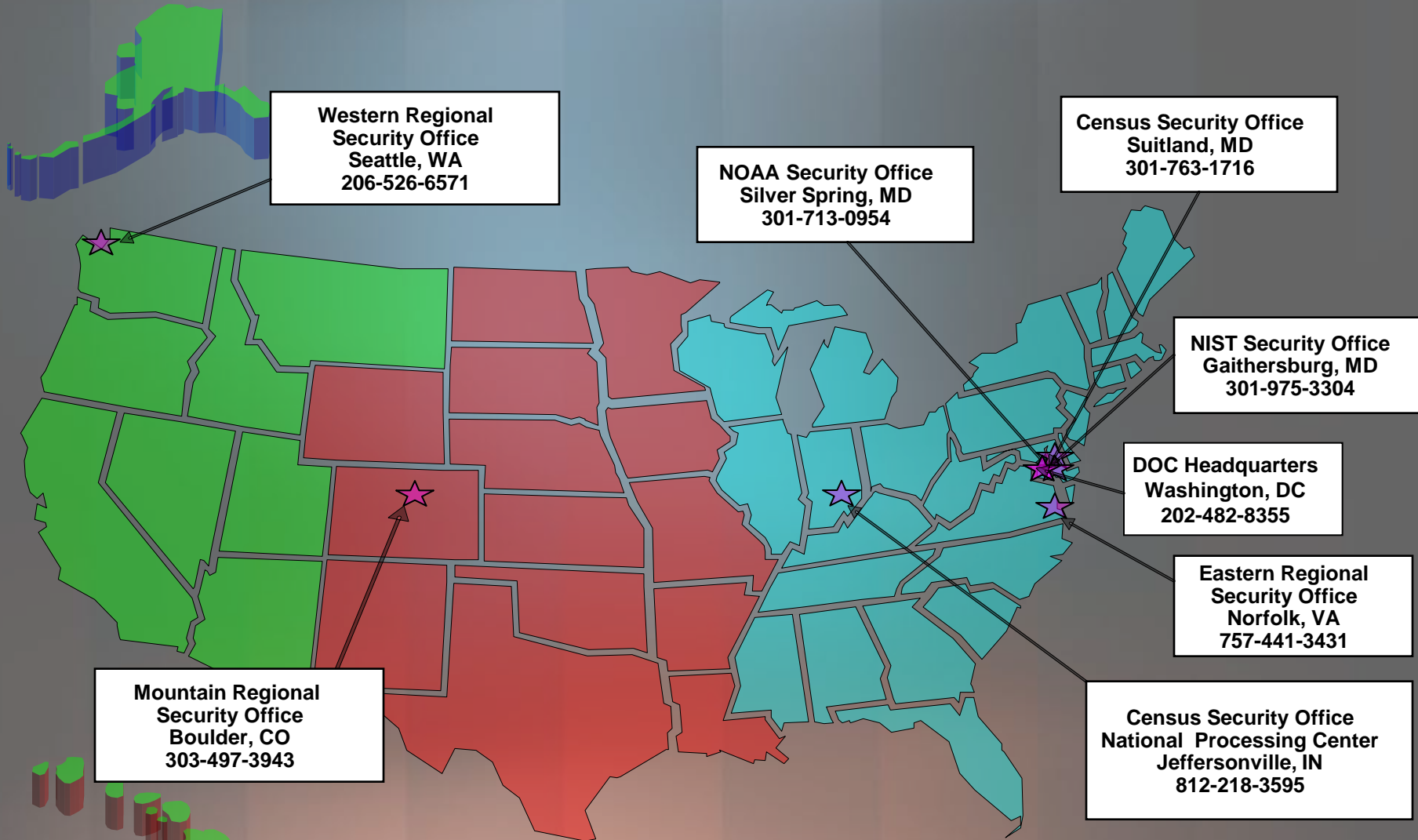Security is Everyone's Responsibility!

Office of Security

Establishes policies and procedures for:

- Protection of Department personnel, facilities, and property
- Emergency actions and preparedness
- Threat analysis and security risk assessments
- Personnel security
- Safeguarding classified documents/information
- Communications security
- Operations security
- Department-wide compliance with security policies and procedures
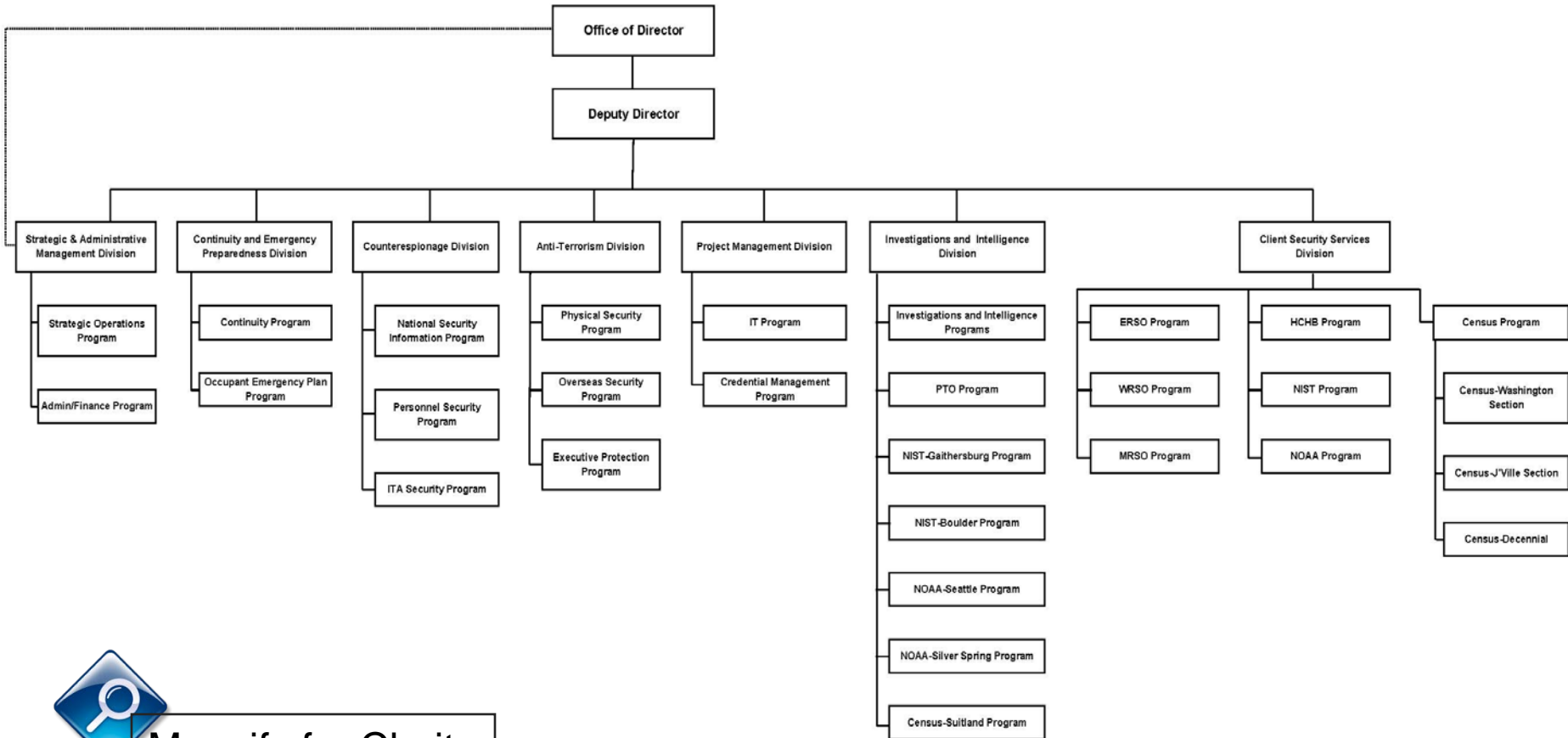- Security education, awareness, and training

Security is Everyone's Responsibility!

Office of Security Regional Distribution

Western Regional
Security Office
Seattle, WA
206-526-6571

NOAA Security Office
Silver Spring, MD
301-713-0954

Census Security Office
Suitland, MD
301-763-1716

NIST Security Office
Gaithersburg, MD
301-975-3304

DOC Headquarters
Washington, DC
202-482-8355

Eastern Regional
Security Office
Norfolk, VA
757-441-3431

Census Security Office
National Processing Center
Jeffersonville, IN
812-218-3595

Mountain Regional
Security Office
Boulder, CO
303-497-3943

Security is Everyone's Responsibility!

Office of Director

Deputy Director

Strategic & Administrative Management Division
- Strategic Operations Program
- Admin/Finance Program

Continuity and Emergency Preparedness Division
- Continuity Program
- Occupant Emergency Plan Program

Counterespionage Division
- National Security Information Program
- Personnel Security Program
- ITA Security Program

Anti-Terrorism Division
- Physical Security Program
- Overseas Security Program
- Executive Protection Program

Project Management Division
- IT Program
- Credential Management Program

Investigations and Intelligence Division
- Investigations and Intelligence Programs
- PTO Program
- NIST-Gaithersburg Program
- NIST-Boulder Program
- NOAA-Seattle Program
- NOAA-Silver Spring Program
- Census-Suitland Program
- ERSO Program
- WRSO Program
- MRSO Program

Client Security Services Division
- HCHB Program
- NIST Program
- NOAA Program
- Census Program
- Census-Washington Section
- Census-J'Ville Section
- Census-Decennial

Magnify for Clarity

Anti-Terrorism Division

Protects Departmental personnel, assets and activities against diverse threats.

- Manages domestic & international physical security risk assessment programs

- Provides executive protection worldwide for the Secretary of Commerce

Security is Everyone's Responsibility!

Counterespionage Division

Provides policies and operational support concerning National Security Information (NSI).

- Manages the issuance and renewal of individual security clearances through the Personnel Security (PERSEC) program

- Provides support and enforcement of the proper handling of classified NSI through the Information Security (INFOSEC) program

- Provides guidance for the proper communication of NSI through the Communication Security (COMSEC) program

Security is Everyone's Responsibility!

Continuity and Emergency Preparedness Division

Prepares the Department of Commerce to respond effectively to any emergency situation.

- Ensures the safety and welfare of DOC occupants and properties by planning for all possible emergencies through the Occupant Emergency Plan (OEP)

- Manages the Emergency Operations Center (EOC), the hub for all emergency communications and coordination within the Department for security incidents

- Maintains Continuity of Operations (COOP), an effort within individual executive departments and agencies to ensure that primary mission-essential functions continue to be performed during a wide range of emergencies

- Maintains Continuity of Government (COG), a coordinated effort within the Federal Government's Executive Branch to ensure that national essential functions continue to be performed during a catastrophic emergency

Security is Everyone's Responsibility!

Investigations and Intelligence Division

Proactively identifies, assesses, and manages mission-critical threats to the Department and US Government.

- Provides security-related intelligence to senior decision-makers

- Conducts and coordinates investigations to identify, assess and mitigate threats to Departmental personnel or functions

- Directs the Foreign National Guest/Visitor Program

Security is Everyone's Responsibility!

Emergency Procedures:

- Evacuation

- Shelter-In-Place (SIP)

- Lockdown

During emergency situations, each of us must demonstrate the utmost in human compassion and leadership by looking out for others and helping all those in need of assistance.

Security is Everyone's Responsibility!

Evacuation

If the emergency requires us to <u>Evacuate</u> the building, you will be required to:

- Secure classified material, take personal items (keys, ID, etc.) and close your office door
- Exit the building - <u>know your stairwell(s)</u>
- Proceed to your predetermined Rally Point within your designated Assembly Area
- Report to your supervisor

Security is Everyone's Responsibility!

Shelter-In-Place (SIP)

When the emergency requires us to <u>Shelter-In-Place</u> you will be required to:

- Close windows and turn off stand-alone ventilation units
- Secure classified material, take personal items (keys, ID, etc.), close office doors, and turn off lights
- Proceed to an INTERIOR hallway/room without windows
- Follow the directions of your supervisor and emergency personnel

Security is Everyone's Responsibility!

Lockdown

When the emergency requires us to Lockdown* you will be required to:

- Get out of the hallway or other common areas
- Proceed to the nearest office
- Lock office doors and turn off lights
- Do not open office doors for anyone
- Follow the directions of your supervisor and/or emergency personnel

*Lockdown occurs when management is aware that a person(s) inside the building has intent to commit a violent act.

Security is Everyone's Responsibility!

Continuity of Operations (COOP)

- Each organization has a COOP Plan

- Bureaus are stand-alone

- Office of the Secretary (OS) organizations create COOP Support Plans that become appendices to the overall OS COOP Plan

- Know your role – are you a member of a Emergency Relocation Group (ERG)?

Security is Everyone's Responsibility!

Personally Identifiable Information (PII)

DO NOT SEND PII via email or unsecure fax! —Use Proofpoint!

What is PII?*

- Place of birth
- Date of birth
- Mother's maiden name
- Biometric information
- Medical information
- Personal financial information
- Social security number (including last 4)
- Credit card or purchase card account numbers
- Passport numbers
- Potentially sensitive employment information, e.g., personnel ratings, disciplinary actions, and results of background investigations
- Criminal history
- Any information that may stigmatize or adversely affect an individual

Alone, this information does not necessarily constitute PII. However, a combination of this data does. Always err on the side of caution when transmitting such information. When in doubt, use a Proofpoint attachment.

*http://ocio.os.doc.gov/ITPolicyandPrograms/IT_Privacy/PROD01_008240

What is Proofpoint?

Proofpoint is an email program that allows you to send secure attachments. Note: content within the body of the email is not secure.

You must register at http://sft.doc.gov to use Proofpoint.

Alternatively

If you do not have access to email encryption or email-based secure file transfer services in your operating unit, you should fax the sensitive PII by alerting the recipient that PII will be faxed and then confirming receipt by telephone. Alternatively, you could send the information using tracked delivery, such as USPS, or UPS.

For questions concerning Proofpoint, PII, or the transmission thereof, contact 202-482-5010.

Security is Everyone's Responsibility!

Security is Everyone's Responsibility!

Help safeguard our people, assets and
   information.

- Be alert
- Use common sense precautions
- Team up with co-workers to prevent crime
- Understand the risks
- Report suspicious activities

Be familiar with the information in this presentation!

Thank You for Your Continued Vigilance.

For additional security information, contact your Servicing Security Office at the number below:

Census Security Office, Suitland, MD	301-763-1716
Census Security Office, National Processing Center, Jeffersonville, IN	812-218-3595
DOC Headquarters, Washington, DC	202-482-8355
Eastern Regional Security Office, Norfolk, VA	757-441-3431
Mountain Regional Security Office, Boulder, CO	303-497-3943
NIST Security Office, Gaithersburg, MD	301-975-3304
NOAA Security Office, Silver Spring, MD	301-713-0954
Western Regional Security Office, Seattle, WA	206-526-6571

Security is Everyone's Responsibility!