



Any comments, questions, or suggestions on this newsletter are welcome. Please contact Paul Ruehs, Security Awareness Program Manager, Office of Headquarters Security Operations

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Changes Currently Occurring to the DOE Access Control System



Department of Energy (DOE) Headquarters (HQ) buildings will soon have a new system to allow entry

into and out of the facility. In order to comply with Federal requirements, the current automated access control system is being replaced with a new type of card reader. This new access control system will differ from the present one by using a card reader instead of the present “card swipe” mechanism.

When properly placed against the new card reader, a small electronic chip inside of the badge activates the system and allows area access. The new card reader will not allow you to swipe the magnetic strip for entry. Instead, it must be placed against the card reader device. Listed below is a link that will provide you with instructions in the operation of the new reader, and a list of frequently asked questions concerning the new system.

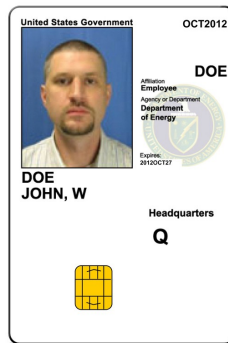
http://www.hss.doe.gov/HQSecOp/security_awareness.html



If you already possess a Homeland Security Presidential Directive-12 (HSPD-12)

badge, and have not already done so, you must go to the badge office to enroll your badge for use in the new access control system. Go to FORS Room 1G-073 or GTN Room B-106 to have this process performed. You will need to

know your original six to eight digit Personal Identification Number (PIN) given to you when you initially received your HSPD-12 badge. If you don't recall this number, the badge office will assist you in obtaining a new number. If you do not possess an HSPD-12 badge, follow these steps:



1. If you have been sponsored for an HSPD-12 badge and have completed the enrollment process (photograph taken and fingerprints captured), but have not received your badge, you do not need to do anything now. When your HSPD-12 badge is delivered, at that time you will enroll your badge in the new system.

2. If you have been sponsored for an HSPD-12 badge, but have not completed the enrollment process (photographed and fingerprinted), you will need to complete the enrollment process.

3. If you do not know if you have been sponsored for the new HSPD-12 badge, you should contact your Headquarters Security Officer (HSO) for instructions.

HSOs are working to ensure that their Program Office personnel have been briefed on the importance of getting their HSPD-12 badge. In addition, all HQ personnel have been notified by email from the Office of Headquarters Security Operations (HS-1.31) of the steps they must take in preparation for the new card readers.

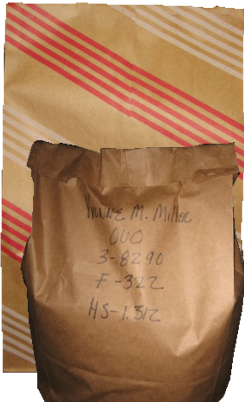
In addition, general information DOECAsTs, posters and other notices have been posted at all main DOE HQ entrances, and entrances to security areas, advising HQ employees about the new entry/exit system and any actions they will be required to complete to assure their DOE security badge will operate with the new system.

More information will follow in future communiqués as we get closer to full implementation of the new system – stay tuned.

Burn Bags—Red Stripe vs Brown

What's the difference between a red striped and a plain brown paper burn bag? Red striped burn bags are authorized only for the collection of non-accountable classified matter. Non-accountable classified matter is any matter classified as Secret or Confidential that is not required to be entered into an accountability system. Plain brown paper bags are authorized for the collection of Controlled Unclassified Information (CUI). CUI is information that may be exempt from public release under the Freedom of Information Act including Official Use Only, Unclassified Controlled Nuclear Information, and Personally

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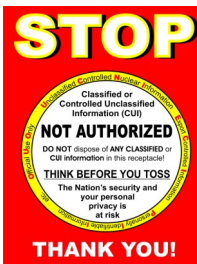
Identifiable Information (PII). When using either type of burn bag, be sure to mark clearly on the side of the bag the following: the name, routing symbol, telephone number, and room number of the person responsible for the burn bag, and the type of matter contained within. Filled Red Striped and brown Burn Bags are limited to 15 pounds each in Germantown and 10 pounds each in Forrestal. Personal or nonofficial matter is not to be included in the burn bags.

Controlled Unclassified Information

Recently, a large number of documents containing Official Use Only (OUO) and Personally Identifiable Information (PII) have been found in Headquarters recycling bins. This type of information, known collectively as Controlled Unclassified Information or CUI, must be controlled because of its sensitive nature. For example, OUO consists of several types of information, including but not limited to certain security-related information that is not classified, some commercial and proprietary information, privileged information, and export controlled data. PII consists of information pertaining to an individual's education, financial transactions, medical history, criminal or employment history, or information which can be used to distinguish or trace their identity, such as their name associated with their social security number, date and place of birth, mother's maiden name, biometric records, etc.

Most of the documents that we create and the notes we take may be

unclassified, but that does not mean that the documents don't contain sensitive information. Discarding of such data in recycling bins poses a serious problem. The recycle bins at DOE Headquarters are not secure. Throwing unclassified documents containing sensitive information in the recycle bins could give adversaries the ability to compromise or interrupt our mission, operation, or activity. Failure to control PII can result in identity theft or fraudulent use of one's bank account or credit. The recycled paper trash at DOE Headquarters is picked up by a contractor who was awarded the contract because he offered the lowest bid to complete the work. There is no mechanism in place to prevent the contractor from selling the recycled paper trash to someone else. Boat loads of recycled paper trash leave the United States and go to foreign countries.



We need to be diligent in our efforts to protect unclassified information. There is a lot of value to an adversary in unclassified information contained in discarded paper media. Remember the bad guys are relying on you to provide them information for your loss and their gain. Paper products that are not generated by DOE employees and contractors, such as magazines, newspapers, and general bulk mail are okay to put in recycling bins. However, paper products generated by DOE employees and contractors such as documents printed from computers, any DOE paper documents, charts or spreadsheets must be carefully reviewed before disposing. In general, floor plans, details of DOE methods, procedures, and practices are not suitable for recycling.

DOE policy requires that all CUI documents (which include OUO, Export Controlled Information, Unclassified Controlled Nuclear Information, and other agency Sensitive But Unclassified information) must be destroyed by shredding. CUI must not be put in the recycle bins – it must be disposed of by authorized means, i.e. shredding. As an alternative to local shredding, CUI waste can be placed in plain Brown Paper Bags and delivered to the Burn Bag Rooms (Forrestal Room GI-007 or Germantown Room R-002).

Please remember: CUI materials, including PII, can never be placed in recycling or trash containers. For more on the proper handling, protection, and destruction of CUI, please contact your Headquarters Security Officer or reference Section 28 of the Headquarters Facilities Master Security Plan.

Be sure to address security concerns and questions to your Headquarters Security Officer (HSO); however, if you would like more information on these or other security related subjects, please call (301) 903-9990.

Emergency Telephone Numbers

In the Forrestal, Germantown, and 955 L'Enfant buildings, dial extension 166 for emergencies



In the 270 Corporate, Cloverleaf, and 950 L'Enfant buildings, dial 9-911