



## Security Working Group

### SECURITY WORKING GROUP

Meeting Minutes - April 22-24, 2008

The EFCOG Security Working Group (SWG) was hosted by WSI, on April 22-24, 2008 at Las Vegas, Nevada. The purpose of the meeting was to discuss the Security Working Group and Sub-Group Charters and the formation of a Material Control & Accountability Sub-Group.

The agenda for the meeting is attached. ([Attachment 1](#))

The meeting was attended by 45 attendees representing 14 different sites and the DOE. An attendee list is attached. ([Attachment 2](#)) The next tentatively scheduled meeting is late July 2008 at Richland, Washington.

The EFCOG Security Working Group jointly met with the Safety, Security & Regulatory Working Group for their April 22, 2008 morning sessions. See S&SRWG Agenda ([Attachment 3](#)). Steve Crowe, DOE/HQ Office of Health, Safety, & Security (HSS), Acting Director, Office of Enforcement, gave a discussion on the recent Security Enforcement action at Los Alamos. Mr. Crowe stated they were just looking into "Data Trending".

The EFCOG Security Working Group broke off from the Safety, Security & Regulatory Working Group and met independently in the afternoon.

Wayne Kiehl and Earlie Rose, the WSI Nevada Test Site hosts, welcomed the SWG to Las Vegas, Nevada. Mr. Rose has planned a working dinner and a site tour later in the week. The SWG thanked both Mr. Kiehl and Mr. Rose for jointly preparing the meetings with the Safety, Security & Regulatory Working Group.

Mr. Jim Mulkey, Chair EFCOG SWG, welcomed everyone to the EFCOG Security Working Group meeting.

Mr. Mike Bebon, EFCOG Board Sponsor, spoke about EFCOG's Charter and that this Working Group's functions were in direct response to the Department of Energy's needs.

Mr. Jim Mulkey reviewed the charter ([Attachment 4](#)) of the EFCOG Security Working Group and stated that he would like to have three Sub-Groups within the Security Working Group. The three Sub-Groups would be Physical Security & Safeguards, Cyber Security, and MC&A. The next few days were to revise the charters that have been written and develop a new charter for MC&A. Mr.



## Security Working Group

Mulkey discussed with the SWG about the formation of a Steering Committee. All agreed to form the Steering Committee made up of the Chair, Vice Chair, Secretary, Sub-Group Chairs, and EFCOG Board Sponsor.

Mr. Obie Amacker, Vice-Chair EFCOG SWG, discussed the Physical Security & Safeguards Subgroup Charter with the committee. Mr. Amacker received feedback from the committee members on the charter. See Subgroup Charter ([Attachment 5](#)).

Dr. Reuben McGilvary, Chairman Security Metrics Subgroup, gave a brief on "Security Metrics". Dr. McGilvary and Steve Prevette, Fluor Hanford, have issued a technical paper on "Security Metrics" for the SWG. Dr. McGilvary had formally made a presentation at the Annual EFCOG meeting. Dr. McGilvary and Steve Prevette were honored by the EFCOG with an "Award of Excellence" for their efforts on "Security Metrics" at the annual meeting. Mr. Mulkey will formally issue the "Security Metrics" report via Pam Horning from EFCOG to the DOE.

Dr. Larry Brede, Senior VP & Executive General Manager, WSI, spoke on "Protective Force Injuries". See ([Attachment 6](#)). It is expected that this will be a presentation at the next EFCOG Annual meeting. Dr. Brede requested that members forward any additional information that would be useful to him. The comparison between Protective Forces across the DOE complex was made difficult due to the fact that some M&O contracts have the Protective Force scope included within them. Dr. Brede stated that the comparison of Protective Forces to State/County Law Enforcement Agencies were the best data available. Mr. Steve Prevette had analyzed the Protective Force data and reviewed the information with the SWG members.

Additionally, Mr. Steve Prevette, ran a game with some of the members called "The Red Bead" game. This was a game to collect data and to demonstrate how the data itself could be incorrectly interpreted. See ([Attachment 7](#)).

Mr. Brian Avery, gave an update on "Peer Review" Process which is attached; See ([Attachment 8](#) & [Attachment 9](#)).

Mr. Jeff Jay, gave an overview of Security Culture and the slides are attached as ([Attachment 10](#)).

Mr. Joe Riddle reviewed the Draft Cyber Security Charter ([Attachment 11](#)) with the SWG. Notes were taken, and it was decided that the Cyber Security Sub-Group Charter should look similar to the Physical Security & Safeguards Charter. The three charters are to be completed via Email over the next few months. Mr.



## Security Working Group

Riddle is to send out the draft charters for SWG member comments. Mr. Mulkey and Mr. Bebon are to approve the charters.

Mr. Riddle followed up with a discussion on the SWG organization:

### **SWG Structure**

Chair

Vice Chair

Secretary

When term of office of Chair ends, Vice Chair elevates to Chair and a new Vice Chair is elected by majority present at the spring meeting

Secretary is appointed at the discretion of the Chair

Everyone is a member of the SWG

All officer positions have a term of office of 2 years

### **Subgroup Structure**

Chair

Vice Chair

When term of office of Chair ends, Vice Chair elevates to Chair and a new Vice Chair is elected by SWG Subgroup majority present at the spring meeting

In case of a vacancy, the Chair of the SWG has the authority to appoint a Chair and/or Vice Chair of the subgroup until the next election

All officer positions have a term of office of 2 years

It was recommended and agreed upon that the SWG change its' name to be called "Safeguards & Security Working Group".

Subgroup names are to be Cyber Security, Material Control & Accountability, and Security (renamed).

Mr. Obie Amacker stated that the MC&A Charter is also to be sent out with the other two charters. They are to look similar to the EFCOG Security Working Group Charter. See ([Attachment 12](#)).



## Security Working Group

The committee discussed Sub-Group possible tasks which are:

### MC&A

1. Best Practices
2. Identify MC&A Technology needs
3. Explain Waste vs. Safeguards Questions
4. NMMSS Position

### CYBER

1. Requirements
2. Peer Assessments
3. DOE Feedback Process

### SECURITY

1. Peer Review 824
2. Security Culture

Mr Mulkey, stated that he would put together announcement letters for establishing the Sub-Groups and the Chairs to the Sub-Groups. For Cyber the Chair would be Joe Riddle, Savannah River Site. For MC&A the Chair would be Geneva Johnson, Nevada Test Site. For Security, the Chair would remain Judy Johns, Oak Ridge. Mr. Mulkey defined membership of Subgroups, as anyone assigned from within the SWG membership.

The EFCOG Security Working Group jointly met with the Safety, Security & Regulatory Working Group for their April 24, 2008 morning session. Mr. Glenn Podonsky, Chief, DOE/HQ Office of Health, Safety, & Security (HSS), spoke on the direction of HSS.

The EFCOG Security Working Group broke off from the Safety, Security & Regulatory Working Group and met independently. Mr Steve Crowe, spoke on supporting the efforts that the SWG is working on and he highlighted the efforts of the "Security Culture" efforts that Jeff Jay was working on. Mr. Crowe, requested help on the "Data Trending" efforts that his team just started.

Earlie Rose, WSI, gave a drive-by tour of the Nevada Test Site which some members attended late in the afternoon of April 24, 2008.



## Security Working Group

The next SWG meeting is scheduled for July 2008 which will be hosted by PNNL. The November 2008 SWG meeting will be hosted by Brookhaven.

New Action Items are:

4/24/08 Action 1 - It was recommended that we have name tags at the meetings. Assigned: Riddle. Due - Next Meeting

4/24/08 Action 2 - Define membership of Subgroups. Assigned: Mulkey  
Due- Next Meeting

4/24/08 Action 3 – Forward Draft Charters to Chairs. Assigned: Riddle.  
Due now.

4/24/08 Action 4 - Chairs to forward and work with members to complete Draft Charters. Assigned: Mulkey, Johns, Riddle, Johnson. Due: By next meeting.

4/24/08 Action 5 – Approve Charters. Assigned: Mulkey, Bebon. Due by Aug 2008.

4/24/08 Action 6 – Forward the “Security Metrics” technical paper to Pam Horning for approval and distribution. Assigned: Mulkey Due – Next meeting

4/24/08 Action 7 – Present “Protective Forces Injuries” at the next Annual EFCOG Meeting. Assigned: Brede Due – Feb 2009.

4/24/08 Action 8 – All members forward any additional information on Protective Forces Injury Rates to Brede. Assigned: All members. Due - Next meeting.

4/24/08 Action 9 – Issue announcement letter for Cyber Security Subgroup Chair. Assigned: Mulkey Due – Next meeting.

4/24/08 Action 10 – Issue announcement letter for MC&A Subgroup Chair. Assigned: Mulkey Due – Next meeting.



## Security Working Group

### Review of Past Action Items:

12/12/07 Action 1 - The SWG requested that the CAIRS data be reviewed between the years "2000 to 2<sup>nd</sup> Quarter 2007". Assigned: Prevette Due – April 2008. Complete.

12/12/07 Action 2 - Develop a flow chart to represent the recommended methods of having Security, Technical, and Corporate documents & information releases to allow posting on the WEB. Assigned: Riddle. Due – April 2008. Open.

12/12/07 Action 3 - Develop a flow chart to represent the method of establishing a "Sub-Committee Charter". Assigned: Riddle. Due – April 2008. Open.

12/12/07 Action 4 - Prepare a "Security Metrics" briefing for the DOE and a presentation to the EFCOG Annual Meeting, March 2008. Assigned: McGilvary. Due – Feb 2008. Complete.

12/12/07 Action 5 - Draft a Task Charter for the "Security Culture" and forward it to Mr. Mulkey. Assigned: Jay & Simmons. Due - April 2008. Complete.

In closing, Mr. Mulkey again thanked Earlie Rose, WSI, for hosting this meeting.

Respectively submitted,

F. J. Riddle, Jr.  
Secretary  
EFCOG Security Working Group