

Chapter 17

Headquarters Security Officer Program

This chapter implements the requirements of HQ Order 472.1, *Headquarters Security Officer Program*. The goal of the Headquarters Security Officer or HSO Program is to have a knowledgeable security person within each HQ element to answer common security questions, process security documentation on behalf of the element's personnel, arrange for security services provided by AU-40, and serve as the element's security point of contact.

In summary, HQ Order 472.1 requires each Head of Element at HQ to appoint a Federal employee as his/her HSO and at least one Federal employee as his/her Alternate HSO. The Head of Element may also appoint any number of contractors to the position of HSO Representative. HSOs and Alternate HSOs must be Federal employees because they commit the government to spend resources for security-related goods and services such as security badges and security clearances.

The HSO Program Manager within AU-40 manages the HSO Program. The HSO Program Manager does not supervise or control the activities of the element HSOs, but he/she assists in their training, coordinates their activities, and provides specialized guidance when requested.

HQ Implementation Procedures

The Director, AU-40 is responsible for appointing, in writing, an HSO Program Manager.

Each Head of Element is responsible for appointing, in writing, Federal employees to the positions of HSO and Alternate HSO. If the element routinely handles classified information, the HSO and Alternate HSO must possess a security clearance commensurate with the highest level and category of classified information handled within the element. The Head of Element may also appoint as many contractors as needed to the position of HSO Representative. The appointment memorandum should be formatted and addressed as described in the *Sample Appointment Memorandum* (see Attachment 1700-1). The Head of Element must update the appointment memorandum each time there is a change to his/her HSO, Alternate HSO, or HSO Representative(s).

Required HSO Training:

All HSOs and Alternate HSOs are required to complete the following training courses within 1 year of their appointment:

- SAS-101DE, Module 2, *Introduction to Safeguards and Security*, 2 hours, available from the National Training Center (NTC)

- FIT-130DE, *Foreign Visits and Assignments Host Training*, 1.5 hours, available from NTC.

All HSOs and Alternate HSOs representing elements that handle classified information are required to complete the following additional courses within 2 years of appointment:

- PER-100DE, *Introduction to DOE Personnel Security*, 3 hours, available from NTC
- PHY-128DE, *Basic Survey Overview*, 1 hour, available from NTC
- HQ CMPC Overview Course, 3 hours, available from the HQ CMPC Program Manager
- *HQ Classified Document Control Station Course*, 3 hours, available from the HQ CMPC Program Manager.

NOTE: Experience may be substituted for all six of the training courses listed above. The supervisor of the person designated as an HSO or Alternate HSO must provide validation of experience to the HSO Program Manager for substitution to be accepted.

Either the HSO or at least one Alternate HSO in an element that routinely handles classified information must complete the following additional courses to conduct security inquiries into Incidents of Security Concern (see Chapter 11, Incidents of Security Concern). These training courses must be completed within 2 years of appointment as an HSO or Alternate HSO:

- ISC-202DV, *Legal Aspects of Inquiries*, 16 hours, available from NTC
- ISC-301, *Conduct of Inquiries*, 24 hours, available from NTC.

With one exception (ISC-301, *Conduct of Inquiries*), all training courses provided by NTC can be accessed through the NTC website at: <http://ntc.doe.gov/>. Descriptions of the courses can be viewed by going to the NTC website and selecting the “Course Catalog” link from the menu along the left side. Those wishing to take any of the courses listed above (except ISC-301) can register and take the courses electronically by registering with the NTC Learning Management System (NTC LMS), selecting the “NTC Portal Accounts” link from the menu along the left side, and then following the instructions for registering a new account or logging in to an existing account.

NTC instructors normally provide ISC-301. The HQ Security Incidents Program Manager requests NTC instructors to conduct the course, when needed, at HQ. HSOs or Alternate HSOs may also attend the training at NTC in Albuquerque, New Mexico, by registering for the course through their element’s Training Point of Contact.

HSO Representatives are encouraged, but not required, to complete the courses described above to better perform their duties.

When an HSO, Alternate HSO, or HSO Representative successfully completes a training course, the completion should be documented in the training section of the element's Appendix to the HQFMSP.

Additional HSO Training:

The HSO Program Manager conducts quarterly HSO meetings and training sessions. Everyone performing HSO duties are invited and highly encouraged to attend these meetings because they provide updates on HQ security procedures, discuss common security problems, and alert the HSOs to future security initiatives.

The HSO Program Manager also arranges specialized training sessions and webinars in security procedures that may impact selected HQ elements. For example, training webinars have been held to discuss changes in eQIP processing, security outprocessing, and use of the HQFMSP. On request, the HSO Program Manager can arrange specialized training sessions on any security topic.

HSO Position Descriptions, Performance Plans, and Performance Appraisals:

To assist element personnel who may supervise a person appointed to an HSO or Alternate HSO position, the HSO Program Manager develops suggested inputs for appointees' Job Descriptions and Performance Plan Elements. The HSO Program Manager also provides written input to any supervisor requesting feedback on the job performance of HSO personnel under his/her supervision. All such inputs are available upon e-mail or telephonic request to the HSO Program Manager.

HSO Duties and Responsibilities:

HQ Order 472.1, paragraph 5e, contains a complete list of HSO duties and responsibilities.

Heads of Elements are encouraged to ensure that element personnel know the identity of their HSO staff, how to contact them, the services they provide, and their availability to answer security-related questions. HSOs should be invited to periodically attend element staff meetings, "all hands" meetings, or other gatherings of the element to discuss HQ-wide security procedures and initiatives, address common security issues, and discuss lessons learned from security incidents.

Element Appendix to the HQFMSP:

HQ Order 472.1, paragraph 5e(3), requires each HSO to maintain an element Appendix to the HQFMSP. The Appendix lists those appointed to various security-related positions within the element, approved LAs and VTRs, security equipment and devices, security training, and other important security information. The HSO Program Manager develops a suggested format for HSOs to follow, but HSOs may use whatever format best meets their

needs. HSOs should review and update their Appendix at least every six months; the HSO Program Manager sends an e-mail to remind the element HSOs to conduct this review/update. There is no need for element HSOs to provide the HSO Program Manager with a copy of their Appendix. During their periodic surveys of HQ security operations, the HQ Survey Team examines whether the element Appendix has been properly maintained. Failure to maintain an Appendix results in a Finding that the element HSO must correct.

HSO Spotlight:

The *HSO Spotlight* is a publication of the HSO Program Manager distributed within the HSO community at HQ. SMEs within AU-40 normally develop items for this publication to impart information of interest about their security program, often describing changes in security procedures at HQ. HSOs may redistribute *Spotlight* items within their elements, but redistribution to DOE field sites is discouraged because field personnel must follow their own local procedures.

Draft items for *HSO Spotlight* are submitted to the HSO Program Manager for review and finalization. The Director, AU-40 approves the drafts before they are published and distributed.

Points of Contact

For the names and contact information for the positions identified in this chapter, call (301) 903-7189 or (301) 903-2644.

Forms/Samples/Graphics

Sample Appointment Memorandum (see Attachment 1700-1)

Helpful Websites

To view a copy of HQ Order 472.1, Headquarters Security Officer Program, go to:
https://powerpedia.energy.gov/w/images/5/58/HQ_O_472.1.pdf

ATTACHMENT 1700-1

Sample Appointment Memorandum

MEMORANDUM FOR (NAME), DIRECTOR
OFFICE OF HEADQUARTERS SECURITY OPERATIONS
OFFICE OF HEALTH, SAFETY AND SECURITY

FROM: (NAME)
NAME OF ELEMENT

SUBJECT: Appointment Memorandum for (Enter name of organization)

This memorandum notifies you of the (enter name of element) employees appointed to the following security-related positions:

Headquarters Security Officer (HSO) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

Alternate HSO(s) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

HSO Representative(s) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

Operations Security (OPSEC) Representative - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

Alternate OPSEC Representative - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

Technical Surveillance Countermeasures Officer (TSCMO) - (Enter Employee's Name), Organization Code, Room Number, Phone Number, Fax Number, E-mail Address

cc: HSO
Alternate HSO(s)
HSO Representative(s)
OPSEC Representative
Alternate OPSEC Representative
TSCMO
Office of Information Security, AU-42

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