



## The Deputy Secretary of Energy

Washington, DC 20585

April 2, 2007

MEMORANDUM FOR DENNIS R. SPURGEON  
ACTING UNDER SECRETARY

RAYMOND L. ORBACH  
UNDER SECRETARY FOR SCIENCE

THOMAS P. D'AGOSTINO  
ACTING ADMINISTRATOR  
NATIONAL NUCLEAR SECURITY ADMINISTRATION

GLENN S. PODONSKY  
CHIEF HEALTH, SAFETY AND SECURITY OFFICER  
OFFICE OF HEALTH, SAFETY AND SECURITY

JEFF PON  
CHIEF HUMAN CAPITAL OFFICER  
OFFICE OF HUMAN CAPITAL MANAGEMENT

FROM: CLAY SELL *Clay Sell*

SUBJECT: Secretary of Energy Task Force Review of the Departmental  
Personnel Security Program

On February 28, 2007, the Secretary and I were provided the report of the Task Force Review of the Departmental Personnel Security Program. On March 15, 2007, I communicated to you that the Secretary accepted the unanimous recommendations of the Personnel Security Task Force report related to: training and certification; changing and enhancing the Department's personnel security policies, particularly regarding the use of illegal drugs; conducting a review of all cases in which clearances were granted in the last 5 years to individuals who had used drugs within 12 months prior to receiving their clearance; and establishing stronger quality assurance mechanisms to include regular, periodic reviews of case files to identify, on an ongoing basis, issues outside commonly accepted adjudicative decisions and trends.

With regard to the organizational considerations evaluated by the Task Force, the Secretary and I are directing that the existing personnel security function within the



Office of Health, Safety and Security (HSS) be strengthened and elevated in visibility. The Office of Personnel Security should report directly to the Office of the Chief Health, Safety and Security Officer. That office will serve as the central leader for the departmental program with the authority to ensure, through HSS oversight and policy responsibilities, consistent and effective implementation of personnel security programs department-wide (including for the National Nuclear Security Administration). To meet these responsibilities, the Office of Personnel Security will:

- Establish expectations and establish mechanisms to assure timely, appropriate and consistent adjudication of clearances;
- Develop quality assurance programs and processes for the personnel security program department-wide;
- Develop and implement automation initiatives to enable the Department to meet Office of Management and Budget expectations for reducing processing times for clearance processing;
- Work with the Office of Security Policy to identify needs for strengthening and improving personnel security and drug testing requirements in regulations and directives; and
- Work in partnership with the HSS National Training Center and the Chief Human Capital Officer to develop a training and certification program for all Federal staff in the department-wide personnel security program.

The Office of Personnel Security will serve as the Department's single point of interface with the interagency personnel security community, and particularly with the significant initiatives led by the Deputy Director of the Office of Management and Budget and the Office of Personnel Management. The Office of Personnel Security will continue to manage and implement access authorization functions for the Department of Energy (DOE) Headquarters, as well as department-wide programs to include Administrative Review Procedures under Title 10, Code of Federal Regulations, Part 710 (10 CFR 710), the classified visit program and electronic clearance processing through the DOE Integrated Security System (eDISS+).

Each Under Secretary and their Headquarters and field line elements are responsible and accountable for fully supporting implementation of the actions directed as a result of the Task Force review. They are also responsible and accountable for managing the personnel security elements under their purview consistent with the policies, requirements, and reporting needs established by the HSS Office of Personnel Security.

I expect that you will work cooperatively to implement these changes as expeditiously as possible, and to provide me a status report on these actions in 30 days.



**Department of Energy**  
Washington, DC 20585

April 3, 2007

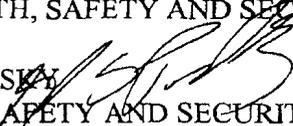
EXEC-2007-003323

MEMORANDUM FOR THOMAS P. D'AGOSTINO  
ACTING ADMINISTRATOR  
NATIONAL NUCLEAR SECURITY ADMINISTRATION

RAYMOND L. ORBACH  
UNDER SECRETARY FOR SCIENCE

DENNIS R. SPURGEON  
ACTING UNDER SECRETARY

ROBERT M. LINGAN  
DIRECTOR  
OFFICE OF SECURITY OPERATIONS  
OFFICE OF HEALTH, SAFETY AND SECURITY

FROM: GLENN S. PODONSKY   
CHIEF HEALTH, SAFETY AND SECURITY OFFICER  
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Personnel Security Program Review Task Force  
Recommendation to Review Selected Personnel  
Security Case Files

In response to a recent security incident at a Department of Energy (DOE) site, the Secretary directed the review of the Department's personnel security program. A Personnel Security Program Review Task Force, made up of security representatives from all elements of the Department, was established to complete this review.

A key objective of the Task Force was to identify personnel security program deficiencies and to make recommendations to preclude the recurrence of similar security incidents within the DOE complex. One recommendation that has been approved for immediate action by the Secretary, calls for each personnel security organization to conduct a review of all granted clearance cases involving prior drug use that were finalized during the last five fiscal years. The purpose of this effort is to identify cases where employees used illegal drugs within 12 months of receiving an initial clearance, and to identify additional actions that must be taken to mitigate any lingering concerns about an employee's continuing eligibility to hold a DOE clearance.

Based on this recommendation, each processing personnel security organization under your purview should conduct a review of all applicable personnel security cases. In order to ensure the consistency of each review, a data collection form and a standard reporting



format have been developed. Both are attached for use by the personnel security organizations.

The initial database report listing all granted clearance cases involving prior drug use for each personnel security organization indicates that the number of cases to be reviewed ranges from less than 100 for the Richland Operations Office to over 2,000 for the National Nuclear Security Administration Service Center. The cases to be reviewed consist of access authorizations granted between October 1, 2001, and March 30, 2007. This will expand the scope by six months to include the first half of FY 2007, but this is being done because it is important that we include our current activity in our report to the Secretary. Stephanie Grimes, Director, Office of Personnel Security, within the Office of Health, Safety and Security (HSS), will be providing each Personnel Security Office with a printout of the cases to be reviewed.

The completed data forms and standard reporting format sheets should be sent to Bradley Peterson, Director, Office of Independent Oversight, 1000 Independence Avenue, SW, GTN/HS-60, Washington, DC, 20585, within 90 calendar days of the receipt of this memorandum and the printout with the list of cases for review. HSS will review the provided information for consistency and completeness as well as for the purpose of consolidating data.

Please contact me at (301) 903-3777, if you have questions regarding this request. Additionally, personnel security inspectors from the HSS Office of Independent Oversight are available to answer questions on methodology or approach. Please contact Mr. Peterson at (301) 903-5781 to arrange for any assistance. Geralyn Praskievicz is also available to answer any questions your staff may have regarding this request and can be reached at (202) 586-4451.

cc w/Attachments: See Distribution

**Attachment 1  
DATA COLLECTION FORM**

Fiscal Year: 2002 2003 2004 2005 2006 2007 (circle applicable year)

DOE#	Employer:	Initial	Source:
Year of Birth:	Fed <input type="checkbox"/>	Reviewer:	BI <input type="checkbox"/> date: _____
	Pro Force <input type="checkbox"/>	Fed <input type="checkbox"/>	NAC <input type="checkbox"/> date: _____
	M&O or M&IE <input type="checkbox"/>	Contractor <input type="checkbox"/>	Incident
	Sub <input type="checkbox"/>		Report <input type="checkbox"/> date: _____
	Other <input type="checkbox"/>		Other <input type="checkbox"/> date: _____

<p align="center"><b>Initial Data</b></p> <p>Drug use <b>less than 12 months</b> prior to clearance <b>grant</b>: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Drug use <b>less than 12 months</b> prior to <b>signature</b> date of the QNSP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>Were all issues documented on a CES <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of last drug use: _____</p> <p>Derog codes for other issues: _____</p> <p>Type of drug(s) used:          Marijuana <input type="checkbox"/> LSD <input type="checkbox"/>          Cocaine <input type="checkbox"/> Peyote <input type="checkbox"/>          Heroin <input type="checkbox"/> PCP <input type="checkbox"/>          Methamphetamine <input type="checkbox"/>          Other (s) <input type="checkbox"/></p> <p>Date drug certification signed: _____</p>	<p>Date QNSP signed: _____</p> <p>Date drug certification offered: _____</p> <p>How offered: <input type="checkbox"/> LOI <input type="checkbox"/> during PSI</p> <p>Date clearance granted: _____</p> <p>Was adj action taken prior to submittal to OPM? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>Age at date of most recent drug use: _____</p> <p>Frequency of drug use:          Used once <input type="checkbox"/>          Used weekly <input type="checkbox"/>          Used daily <input type="checkbox"/>          Other: _____</p>	<p>Action(s) taken <b>after</b> decision to <b>grant</b> clearance:          Continue/clear case <input type="checkbox"/>          Date: _____</p> <p>Continue/adj actions <input type="checkbox"/>          Date: _____</p> <p>Suspend <input type="checkbox"/>          Date: _____,          and Primary derog code _____          Other: _____          Date: _____</p> <p><input type="checkbox"/> None taken</p>
<p>Initial action recommended:</p> <p>Grant OTR w/o DC <input type="checkbox"/>          Grant OTR w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/>          Add Invest <input type="checkbox"/>          AR <input type="checkbox"/>          Date recommended: _____</p>	<p>Action approved:</p> <p>Grant OTR w/o DC <input type="checkbox"/>          Grant OTR w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/>          Psych Eval <input type="checkbox"/>          Add Invest <input type="checkbox"/>          AR <input type="checkbox"/>          Date approved: _____</p>	<p>Grant Date _____</p> <p>Date LOI sent or PSI or Psych Eval scheduled: _____</p> <p>Date LOI/PSI/Psych Eval response received/conducted: _____</p> <p>Date add invest received and reviewed: _____</p>

<p>2nd action recommended based on the results of the initial action:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> Psych E <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/> AR <input type="checkbox"/></p> <p>Date recommended: _____</p>	<p>Action approved:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> Psych E <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/></p> <p>AR <input type="checkbox"/></p> <p>Date approved: _____</p>	<p>Grant Date _____</p> <p>Date LOI sent or PSI or Psych E scheduled:*** _____</p> <p>Date LOI/PSI/Psych E response received/conducted: _____</p> <p>Date Add invest received and reviewed: _____</p>
<p>3<sup>rd</sup> action recommended based on the results of the 2<sup>nd</sup> action:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> Psych E <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/> AR <input type="checkbox"/></p> <p>Date recommended: _____</p>	<p>Action approved:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> Psych E <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/></p> <p>AR <input type="checkbox"/></p> <p>Date approved: _____</p>	<p>Grant Date _____</p> <p>Date LOI sent or PSI or Psych E scheduled:*** _____</p> <p>Date LOI/PSI/Psych E response received/conducted: _____</p> <p>Date Add invest received and reviewed: _____</p>
<p>4<sup>th</sup> action recommended based on the results of the 3<sup>rd</sup> action:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> Psych E <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/> AR <input type="checkbox"/></p> <p>Date recommended: _____</p>	<p>Action approved:</p> <p>Grant w/DC <input type="checkbox"/></p> <p>LOI <input type="checkbox"/> PSI <input type="checkbox"/> PE <input type="checkbox"/></p> <p>Add invest <input type="checkbox"/></p> <p>AR <input type="checkbox"/></p> <p>Data approved: _____</p>	<p>Grant Date _____</p> <p>Date LOI sent or PSI or Psych Eval scheduled:*** _____</p> <p>Date LOI/PSI/Psych Eval response received/conducted: _____</p> <p>Date add invest received and reviewed: _____</p>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewer's signature and date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE DATA FORM

DOE# and Date of Birth (DOB): self explanatory

Employer: self-explanatory

Source: Indicate what document (full field background investigation or NAC-like investigation) or event identified the drug issue.

### Initial Data Box

Drug use less than 12.....prior to clearance grant: self-explanatory

Drug use less than 12 .....prior to submission date of the QNSP: self-explanatory

Date of last drug use: Self explanatory

All issues documented on the Case Evaluation Sheet (CES): includes only **unresolved** derogatory information

Derog codes: please use the criteria codes from 10 CFR 710 for all other derogatory information that was adjudicated at the same time as the drug issue

Types of drug(s) used: self-explanatory, additional drugs not included may be listed in comment section

### VERY IMPORTANT:

If both Drug use questions in the Initial Data box can be answered with a "NO" AND a review of the file discloses that all issues were correctly documented on the CES, enter any other derog codes, check off the type(s) of drugs used, enter date of last drug use and date Drug Certification signed; sign and date the second page of the form and this will completed the review of this file without the need to the additional data.

Instructions for the remainder of the Data Collection Form to be completed in total if drug use occurred within 12 months of either the grant or the QNSP signature date OR if the file review discloses that all issues WERE NOT documented on the CES:

Date QNSP signed: self-explanatory

Date drug certification (DC) offered: self-explanatory

How offered: self-explanatory

Date drug certification signed: self-explanatory

Date clearance granted: self-explanatory

Was adj (adjudicative) action taken prior.....: self-explanatory

Action taken after..., et al: self-explanatory, continue choices are related to a reinvestigations or action on any derogatory information via security incident or organizational/self reporting

Age on date of last drug use: self-explanatory

Frequency of last drug use: self-explanatory

Initial, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Action Recommended, Action Approved, and Action Completed: In most cases, it is expected that only the initial and the 2<sup>nd</sup> recommendation blocks will need to be completed. The Grant on the record (OTR) response is only applicable to the initial block. Please strike through the actions that are not applicable in the Action Completed blocks. OTR: on the record; reinvestigation;

**Attachment 2**  
**STANDARD REPORTING FORMAT**

**Personnel Security Organization:** \_\_\_\_\_

**1. Total number of files reviewed:** \_\_\_\_\_

**2. Number of files reviewed for each fiscal year:**

2002: \_\_\_\_\_

2003: \_\_\_\_\_

2004: \_\_\_\_\_

2005: \_\_\_\_\_

2006: \_\_\_\_\_

2007: \_\_\_\_\_

**3. Total number of files involving drug use less than 12 months prior to clearance grant:** \_\_\_\_\_

3.a. Number of files involving drug use less than 12 months prior to clearance grant for each fiscal year:

2002: \_\_\_\_\_

2003: \_\_\_\_\_

2004: \_\_\_\_\_

2005: \_\_\_\_\_

2006: \_\_\_\_\_

2007: \_\_\_\_\_

3.b. Total number that included other derogatory information: \_\_\_\_\_

3.c. Number that included other derogatory information for each fiscal year:

2002: \_\_\_\_\_

2003: \_\_\_\_\_

2004: \_\_\_\_\_

2005: \_\_\_\_\_

2006: \_\_\_\_\_

2007: \_\_\_\_\_

3.d. Total number that included more than one instance of drug use: \_\_\_\_\_

3.e. Number that included more than one instance of drug use for each fiscal year:

2002: \_\_\_\_\_

2003: \_\_\_\_\_

2004: \_\_\_\_\_

2005: \_\_\_\_\_

2006: \_\_\_\_\_  
2007: \_\_\_\_\_

3.f. Total number that included use of more than one drug: \_\_\_\_\_

3.g. Number that included use of more than one drug for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

**4. Total number of files involving drug use less than 12 months prior to applicant's signature of the QNSP: \_\_\_\_\_**

4.a. Number of files involving drug use less than 12 months prior to applicant's signature of the QNSP for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

4.b. Total number that included other derogatory information: \_\_\_\_\_

4.c. Number that included other derogatory information for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

4.d. Total number that included more than one instance of drug use: \_\_\_\_\_

4.e. Number that included more than one instance of drug use for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

4.f. Total number that included use of more than one drug: \_\_\_\_\_

4.g. Number that included use of more than one drug for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

4.h. Total number that adjudicative actions were taken prior to submittal to OPM: \_\_\_\_\_

4.i. Number that adjudicative actions were taken prior to submittal to OPM for each fiscal year:

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_

**5. Total number of files with unresolved derogatory information not documented on the CES.**

5.a. Number of files with unresolved derogatory information not documented on the CES.

2002: \_\_\_\_\_  
2003: \_\_\_\_\_  
2004: \_\_\_\_\_  
2005: \_\_\_\_\_  
2006: \_\_\_\_\_  
2007: \_\_\_\_\_



**Department of Energy**  
Washington, DC 20585

May 17, 2007

MEMORANDUM FOR WILLIAM C. OSTENDORFF  
ACTING ADMINISTRATOR  
NATIONAL NUCLEAR SECURITY ADMINISTRATION

RAYMOND L. ORBACH  
UNDER SECRETARY FOR SCIENCE

DENNIS R. SPURGEON  
ACTING UNDER SECRETARY FOR ENERGY

JEFF PON  
CHIEF HUMAN CAPITAL OFFICER

FROM: ~~GLENN S. PODONSKY~~  
~~CHIEF HEALTH, SAFETY AND SECURITY OFFICER~~  
~~OFFICE OF HEALTH, SAFETY AND SECURITY~~

SUBJECT: Establishment of the Office of Departmental Personnel  
Security

On April 2, 2007, the Deputy Secretary directed that the existing personnel security function within the Office of Health, Safety and Security (HSS) be strengthened and elevated in visibility. He charged this newly formed office to serve as the central leader and advocate for personnel security for the Department and conferred on it full authority to set direction and, through HSS oversight, ensure consistent and effective implementation of personnel security programs Department-wide, including the National Nuclear Security Administration.

The new office has responsibility to establish expectations for the Department-wide personnel security program as well as mechanisms to assure timely, appropriate and consistent adjudication of clearances. In addition, this office will develop and implement automation initiatives to enhance performance and meet government-wide expectations for reducing processing times. By being designated the central point for policy formulation, this office will have responsibility for changing and enhancing the Department's approach to issues such as illegal drug use by personnel with security clearances and will also serve as the Department's single point of interface with the interagency personnel security community processing. The office will work in partnership with the HSS National Training Center and the Chief Human Capital Officer to develop and implement a training and certification program for all federal staff in the Department-wide personnel security program. Additional professional training for personnel security professionals as well as all key officials involved in the personnel security process will be developed. The office will also establish a quality



review program that will initiate regular, periodic reviews of personnel security cases to identify, on an ongoing basis, issues outside commonly accepted adjudicative decisions and trends.

This office will retain responsibility for direction of the Administrative Review procedures, the Accelerated Access Authorization Program (AAAP) and Interim Access Authorization (IAA) program as well as the electronic DOE Integrated Security System (eDISS+) databases and applications but the Headquarters Personnel Security Office will remain within the Office of Security Operations.

I have designated Stephanie Scott Grimes as the Acting Director of this new organization while a nation-wide recruitment for a permanent Senior Executive Service Director is conducted.

Please contact me at (301) 903-3777 if you wish to discuss these initiatives. Ms. Grimes is also available to provide any information you might need and can be reached at (301) 903-4175.

cc: Robert Walsh, US  
William Desmond, NA-70  
Mark Thornock, SC-3  
Michael Kilpatrick, HS-1  
Robert Lirgan, HS-1.3  
✓ Stephanie Grimes, HS-1.32  
Robert Wunderlich, Chicago Field Office  
Elizabeth Sellers, Idaho Operations Office  
Gerald Boyd, Oak Ridge Operations Office  
Keith Klein, Richland Operations Office  
Jeffrey Allison, Savannah River Operations Office  
Henry Cardinali, Pittsburgh Naval Reactors Office  
Phillip Salm, Schenectady Naval Reactors Office  
Karen Boardman, National Nuclear Security Administration, Service Center