



Department of Energy

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SUBJECT: Personnel Security Training and Awareness Update

The Office of Health, Safety, and Security (HSS) previously provided you with the initial plan to implement the four training initiatives outlined in the Secretary of Energy Task Force Review of the Departmental Personnel Security Program, which were designed to ensure that Department of Energy (DOE) employees (Federal and contractor) involved in processing personnel security actions were adequately trained in accordance with their duties and levels of responsibility. The Office of Departmental Personnel Security and the National Training Center (NTC), both within HSS, have continued to work together implementing the Task Force training recommendations. The NTC is responsible for the development of the training courses for the Personnel Security Program, while the Office of Departmental Personnel Security ensures that the training modules sufficiently enable trainees to acquire the necessary knowledge and skills to perform their duties effectively. The status of each of the Task Force training recommendations is outlined below.

- Training Recommendation 1: Establish a mandatory professional education and certification program that includes a continuing education program and examinations for personnel security specialists.



- Adjudicator Training. On September 17, 2007, HSS set the goal of having all current full-performance level Personnel Security Specialists complete all five NTC personnel security courses (PER-100DE, "Introduction to DOE Personnel Security," PER-101, "Personnel Security Specialist Adjudication Training," PER-200, "Advanced Personnel Security training," PER-201, "Introduction to Interviewing Techniques Seminar," and PER-300, Administrative Review Hearing Procedures") by September 30, 2008, in order to fulfill their professional education requirement. The NTC developed an aggressive training schedule to accommodate this timeframe. HSS is pleased to announce that the goal has been met and all involved in making this initiative a success are to be congratulated for their efforts. Please note that all newly appointed Personnel Security Specialists will have two years to complete the five-course training requirement. The NTC will maintain the training records. The Office of Departmental Personnel Security and the NTC, along with the recently-created Suitability and Personnel Security Performance Accountability Council, are in the process of developing a formal, government-wide certification program for Personnel Security Specialists.
- Adjudicative Support Training. Personnel who are involved in the initial screening of cases, but do not conduct interviews or perform second or third tier reviews of complex cases (e.g., Security Assistants, Screeners) also need a basic understanding of the DOE personnel security process in order to perform their duties effectively. The Office of Departmental Personnel Security and the NTC have determined that PER-100DE and PER-101 adequately address this need. All personnel performing adjudicative support functions should complete PER-100DE and PER-101 in order to ensure their familiarity with adjudicative process.
- Continuing Education. On September 17, 2008, the NTC launched a new eLearning course, PER-310DE, "Personnel Security Annual Refresher Training." This online course satisfies, in part, the continuing education requirements for Personnel Security Specialists within the Department and serves as the first annual mandatory training to update and refresh personnel on policies and procedures. Topics include a program history, the roles and responsibilities of a personnel security program specialist/analyst, an introduction to applicable criteria and procedures as specified in Title 10, Code of Federal Regulations, Part 710 (10 CFR 710), national Adjudicative Guidelines issued on December 29, 2005, and an overview of the DOE Administrative Review process. Tests and interactive exercises are based on mission critical competencies of personnel security.
- Training Recommendation 2: Develop standardized training for all key officials involved in the personnel security process. On September 7, 2007, HSS set forth the requirement for key personnel throughout the Department to complete the NTC-developed eLearning Personnel Security Awareness Briefing within 60 days. Since that time, the awareness briefing has been available on DOE's learning management system, the Online Learning Center² (OLC²). Key personnel were defined as managers, deputy managers, hearing officers and hearing counsel involved with administrative review hearings conducted

under Title 10, Code of Federal Regulations, Part 710, as well as DOE-sponsored consultant psychologists/psychiatrists, human resource officials, appeal panel members and Human Reliability Program certifying officials who are involved in the decision-making process affecting an individual's eligibility for access. Addressees in the September 7, 2007, HSS memorandum identified the initial pool of individuals and ensured that they completed the briefing. You are now asked to identify any individuals currently under your purview who have been placed into such positions since the September 7, 2007, memorandum and to ensure that they have completed the awareness briefing as well.

- Training Recommendation 3: Communicate lessons learned from the Los Alamos National Laboratory incident to the DOE personnel security community and managers. Lessons learned from the incident have been incorporated into PER-310DE and the eLearning Personnel Security Awareness Briefing. In addition, Office of Departmental Personnel Security senior managers have visited all eight of the DOE adjudicative sites to discuss personnel security issues, best practices, valuable lessons, policies, and procedures to further strengthen the Department's personnel security program. The last site visit was completed on October 21, 2008.
- Training Recommendation 4: Enhance security awareness initial and comprehensive briefings by adding a personnel security module. DOE Manual 470.4-1, "Safeguards and Security Program Planning and Management," requires DOE Federal and contractor employees to be informed of their safeguards and security responsibilities as part of the orientation process. The NTC has incorporated a personnel security module into CTA-110, "Safeguards and Security Awareness Coordinators Training," which provides Security Awareness Coordinators with briefing material for imparting a fundamental understanding of the DOE Personnel Security Program. Please ensure that a personnel security overview is incorporated into orientation briefings conducted throughout your respective areas of responsibility. DOE Manual 470.4-1 is in the process of being revised, and the draft includes specific guidance regarding the inclusion of personnel security in awareness briefings.

All of the above requirements are being included in the pending revision to DOE Manual 470.4-5, "Personnel Security." In summary, the Department has made excellent progress in meeting the training goals to which the Secretary is committed; however, additional work is necessary to achieve all of the goals set forth by the Task Force. The Office of Departmental Personnel Security and the NTC have received outstanding support from the various personnel security program offices throughout the complex and will continue to work with these offices to improve personnel security professional education within DOE. Our success is contingent upon the combined efforts of your organizations in ensuring that all employees involved in the personnel security process are knowledgeable of their roles and responsibilities, and your continued cooperation is greatly appreciated.

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