

SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.3a Security Services Workload History

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S&S Plans & Procedures	Annual Quantity
Technical Security Plans	32
Technical Security Policies	13
Technical Security Procedures	21
Technical Security Protocols	46
Technical Security Forms	38
Technical Security Periodic Procedure Reviews	25
MOAs/MOUs (PCSO/SCSO)	2
Security Consultant Vulnerability/Risk Analyses & Special Projects Documents Processed	41

Foreign Ownership Control & Influence	Annual Quantity
FOCI Initial Submittals	0
FOCI Initial Determinations	1
FOCI Added Facility Clearances	39
FOCI Changed Facility Clearances	65
FOCI Registrations	129
FOCI 5 year Redetermination Packages	0
FOCI Terminations	20
FOCI Reconciliation Meeting	0
Contractor FSO Changes	1

Incidents of Security Concern	Annual Quantity
IOSCs Reported	27
IOSCs Closed	23
Security Infractions Issued	10
Other Investigations	18

Control of Classified Visits	Annual Quantity
Site Visits Involving Transfer/Discussion of Classified	3

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Other Visitor Control	Annual Quantity
Visit Requests Process	1,500
Special Visits/Site Tours	31
Walk in Visitors	3,000
Walk-in Enrollments	500
Walk-in Portal Enrollments	1,200
Forgotten Badges	200
Vehicle Passes Processed	100
Badges Made	830
Enrollment into the LAs	38
GET, Clearance, Termination Updates	2,000

Key & Lock Control	Annual Quantity
Best Keys Issued	382
Best Cores Installed	524
Key Transfer Requests	173
Key Returns	205
Padlocks Issued	333
Administrative Desk/Cabinet Keys Issued	309
LOTO Locks Issued	1,596
Combination Locks Issued	351
Medeco Locks	12
Open Locked Cabinets/Desks Requests	570
Open Locked Vehicle Requests	40
GSA Containers Declassified	20
Shipment Support	221
LOTO Lock & Key Training (hours)	81
X09 Locks Recovered for Reuse	6
X09 Combination Changes	30

Foreign National Visits & Assignments	Annual Quantity
Foreign National Visits Conducted	20
Foreign National Visit Requests Submitted to DOE	20

Export Control Program	Annual Quantity
ECI Reviews/Walk Downs Conducted	65
Photographs of Materials Disposition Evaluations	10,000
Documents and Drawings Reviewed	37,784

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Security Training and/or Briefings	Annual Quantity
Initial Security Briefing	829
Comprehensive Security Briefing	355
2013 PPPO Annual Security Refresher	1,500
Classified Matter Awareness	484
Classified Matter	507
Unclassified Controlled Information	1,500
Training for Administrators & Users of Classified Information Systems	1,500
Active Shooter	1,500
Escort Responsibilities	1,500
Transportation Security Awareness	24
Transportation Security	1,154
Shipments	30
Security Awareness Program	1,500
Unclassified Foreign National Visits & Assignments	20
Counterintelligence (Travel Related)	20
Self-Assessments	22

Personnel Security	Annual Quantity
Uncleared Files Maintained	126
Clearances Maintained	625
SF-85 Initiated	221
SF-85 Submitted	221
SF-86 Initiated	117
Clearances Submitted to DOE for Processing	500
Clearances Granted	500
Reinvestigations Initiated/Processed	200
Clearance Retention Requests	14
Return to Work after Retention	20
Terminated after 60 day Retention Expired	20
Terminated	60
Downgraded	20
Extensions	80
Upgrades	50
Reinstatements	200
Drug Tests Received for Verification/Processing in Connection to Clearances	134
Annual Random Drug Tests Coordinated (Excludes DUF6 Project and DOE)	360

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HSPD-12	Annual Quantity
HSPD-12 Enrollment	606
HSPD-12 Credentials Activated or Updated	800
HSPD-12 Credential Pin Reset	250
HSPD-12 Credentials Checked In	800
HSPD-12 Sponsorships	42
HSPD-12 Sponsorships (Future)	246
HSPD-12 Reprints	80
HSPD-12 Reissued	80
HSPD-12 Suspensions	19
HSPD-12 Records Made Active	218
HSPD-12 Email Notices Resent	49
HSPD-12 Destroyed	502
HSPD-12 ReKey	92
HSPD-12 Renewal	450
HSPD-12 Termination	200
LSSO Badges	500

Classification/Declassification Program	Annual Quantity
Photographs(photos)	33,380
Administrative Releases (pages)	20,701
Formal Reports (pages)	23,079
Engineering Drawings (drawings)	1,477

FOIA/NIOSH/Sub-Title E Report Reviews	Annual Quantity
Medical Files- FOIA (pages)	9,528
Medical Files-NIOSH (pages)	7,327
Medical Files-Sub Title E (pages)	31,215
Medical Files – Privacy Act (pages)	165
Medical Files – Contract Transition (pages)	0
Medical Files-Litigation (pages)	40
Personnel Files- FOIA (pages)	3,846
Personnel Files- Privacy Act (pages)	5,562
Personnel Files- SUB-TITLE E (pages)	26,485
Personnel Files-NIOSH (pages)	71
Personnel Files-Human Resources (pages)	0
Historical Photographs (photos)	0
EEOICPA/FOIA Requests Processed	618
Privacy Act Claims Processed	17

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Operations Security (OPSEC)	Annual Quantity
OPSEC Working Group Meetings	12
OPSEC Surveillances/Walk Downs Conducted	200
OPSEC Bulletins Issued	12
OPSEC Plan/Procedure Revisions	1
Trained CO on OPSEC Reviews for the Web	1

Performance Assurance	Annual Quantity
Exercises	50
PAPP Committee Meetings	12
Limited Scope Performance Tests (LSPTs)	30
SECON Drill Tabletop	1