

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	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	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	Quantity
IOSCs Reported	27
IOSCs Closed	23
Security Infractions Issued	10
Other Investigations	18

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

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Other Visitor Control	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	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	Quantity
Foreign National Visits Conducted	20
Foreign National Visit Requests Submitted to DOE	20

Export Control Program	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	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	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

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HSPD-12	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	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	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

Operations Security (OPSEC)	Quantity
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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	Quantity
Exercises	50
PAPP Committee Meetings	12
Limited Scope Performance Tests (LSPTs)	30
SECON Drill Tabletop	1