SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.2.1 Security Services Workload History

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S&S Plans & Procedures	Annual Quantity
Technical Security Plans	17
Technical Security Policies	10
Technical Security Procedures	7
Technical Security Forms	6
Technical Security Periodic Procedure Reviews	30
MOAs/MOUs (Local LE)	1
Security Risk Analyses	2

Foreign Ownership Control & Influence	Annual Quantity
FOCI Initial Submittals	4
FOCI Initial Determinations	16
FOCI Added Facility Clearances	12
FOCI Changed Facility Clearances	10
FOCI Registrations	10
FOCI 5 year Redetermination Packages	5
FOCI Terminations	10
FOCI Reconciliation Meeting	0
Contractor FSO Changes	2

Incidents of Security Concern	Annual Quantity
IOSCs Reported	16
IOSCs Closed	16
Security Infractions Issued	4

Control of Classified Visits	Annual Quantity
Site Visits Involving Transfer/Discussion of Classified	1

Other Visitor Control	Annual Quantity
Visit Requests/Badge Requests Process	2000
Special Visits/Site Tours	25
Walk in Traffic	5000
Walk-in Enrollments	100
Walk-in AACS Enrollments	2000
Forgotten Badges	100
Vehicle Passes Processed	25
Badges Made (Temporary & LLSOs)	1200

Key & Lock Control	Annual Quantity
Level 1, 2 and 3 Keys Issued	150
Level 1, 2 and 3 Cores Installed	100
Key Returns	500
Padlocks Issued	50
Shipment Support	20
X Series Locks Recovered for Reuse	4
X Series Combination Changes	30

Foreign National Visits & Assignments	Annual Quantity
Foreign National Visits Conducted	5
Foreign National Visit Requests Submitted to DOE	5

Export Control Program	Annual Quantity
ECI Reviews/Walk Downs Conducted	50
Photographs of Materials Disposition Evaluations	10,000
Documents and Drawings Reviewed	36,000

Security Training and/or Briefings	Annual Quantity
Initial Security Briefing	60
Comprehensive Security Briefing	250
PPPO Annual Security Refresher	1500
Classified Matter Awareness	300
Classified Matter	300
Training for Administrators & Users of Classified Information Systems	1,500
Active Shooter	1,500
Unclassified Foreign National Visits & Assignments	5
Counterintelligence (Travel Related)	10
Self-Assessments	4

Personnel Security	Annual Quantity
Uncleared Files Maintained	300
Clearances Maintained	1500
SF-85 Initiated	150
SF-85 Submitted	150
SF-86 Initiated	300

Clearances Submitted to DOE for Processing	300
Clearances Granted	500
Reinvestigations Initiated/Processed	230
Clearance Retention Requests	5
Return to Work after Retention	5
Terminated after 60 day Retention Expired	40
Terminated	300
Downgraded	50
Extensions	250
Upgrades	15
Reinstatements	40
Drug Tests Received for Verification/Processing in Connection to Clearances	175
Annual Random Drug Tests Coordinated (Excludes DUF6 Project and DOE)	500

HSPD-12	Annual Quantity
HSPD-12 Enrollment	500
HSPD-12 Credentials Activated or Updated	500
HSPD-12 Credential Pin Reset	150
HSPD-12 Credentials Checked In	500
HSPD-12 Sponsorships	500
HSPD-12 Reprints	80
HSPD-12 Reissued	80
HSPD-12 Suspensions	10
HSPD-12 Records Made Active	220
HSPD-12 Email Notices Resent	50
HSPD-12 Destroyed	250
HSPD-12 ReKey	100
HSPD-12 Renewal	450
HSPD-12 Termination	250

Classification/Declassification Program	Annual Quantity
Photographs(photos)	60,000
Administrative Releases (pages)	20,000
Formal Reports (pages)	2,000,000
Engineering Drawings (drawings)	15,000

FOIA/NIOSH/Sub-Title E Report Reviews	Annual Quantity
Medical Files- FOIA (pages)	800
Medical Files-NIOSH (pages)	50,000
Medical Files-Sub Title E (pages)	30,000
Medical Files – Privacy Act (pages)	80,000
Medical Files-Litigation (pages)	40
Personnel Files- FOIA (pages)	2,500
Personnel Files- Privacy Act (pages)	5,000
Personnel Files- SUB-TITLE E (pages)	25,000
Personnel Files-NIOSH (pages)	100
EEOICPA/FOIA Requests Processed	200,000
Privacy Act Claims Processed	20

Operations Security (OPSEC)	Annual Quantity
OPSEC Working Group Meetings	4
OPSEC Assessment	4
OPSEC Bulletins Issued	6
OPSEC Plan/Procedure Revisions	2
OPSEC Reviews for the Web	6

Performance Assurance	Annual Quantity
PAP Committee Meetings	12
Limited Scope Performance Tests (LSPTs)	41
SECON Drill Tabletop	1