

United States Department of Commerce

Office of Security

Orientation Briefing

Security is Everyone's Responsibility!

Office of Security

Working together to make the
Department of Commerce
a more secure environment for all.

Security is Everyone's Responsibility!

Office of Security

Security Awareness:

- The Department of Commerce has over 60,000 employees, contractors and other affiliates throughout its facilities.
- Your security is based on the eyes, ears, and intuition of all DOC personnel.
- If you see anything suspicious, unusual or out of place, report it immediately to your security office.

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Investigations into terrorist attacks, such as 9/11 and the Oklahoma City bombing, revealed that people had observed suspicious behavior, but did not report it.

It is everyone's responsibility to be observant and report any suspicious behavior.

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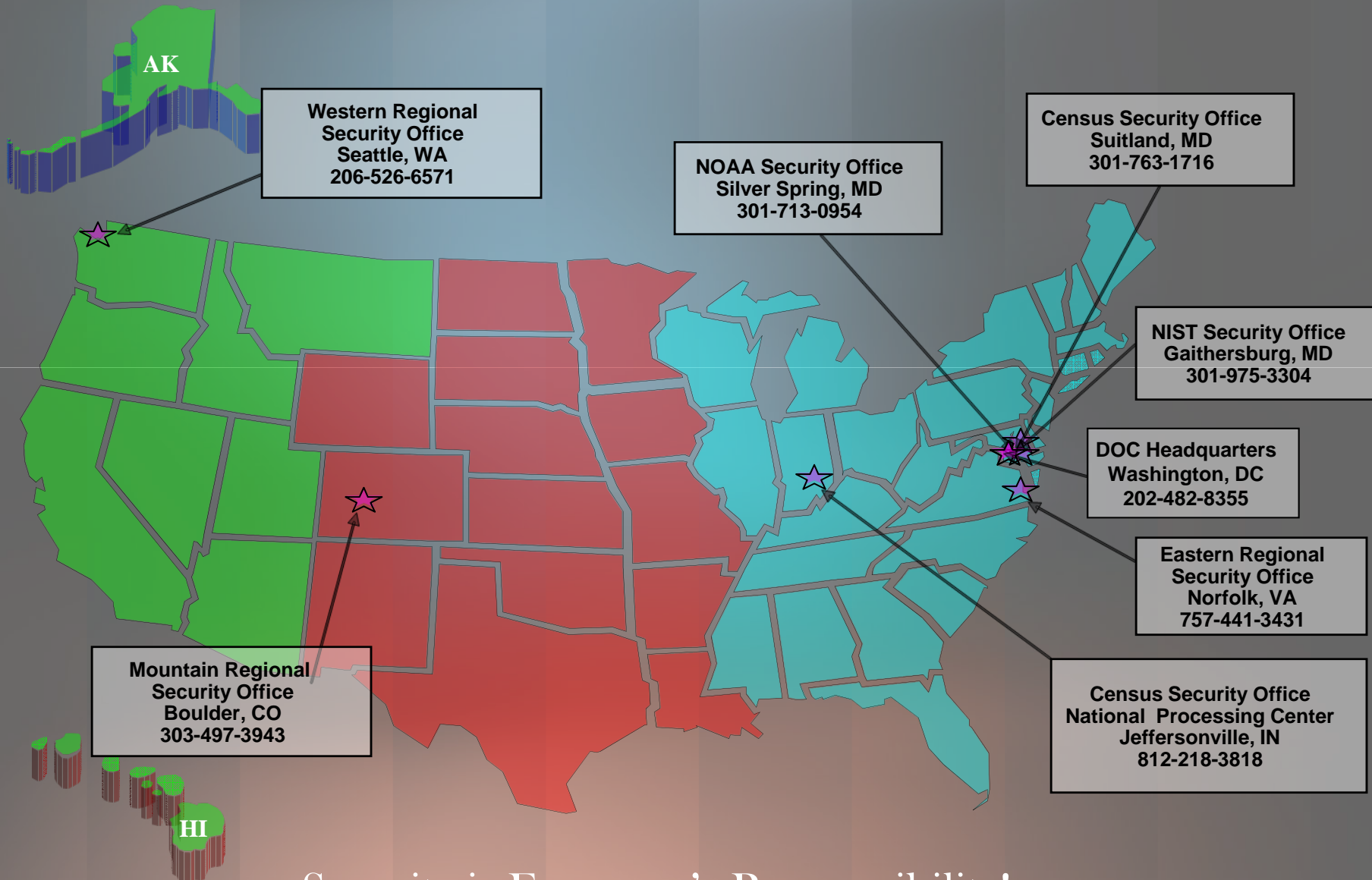
Office of Security

Establishes policies and procedures for:

- Protection of Department personnel, facilities, and property
- Emergency actions and preparedness
- Threat analysis and security risk assessments
- Personnel security
- Safeguarding classified documents/information
- Communications security
- Operations security
- Department-wide compliance with security policies and procedures
- Security education, awareness, and training

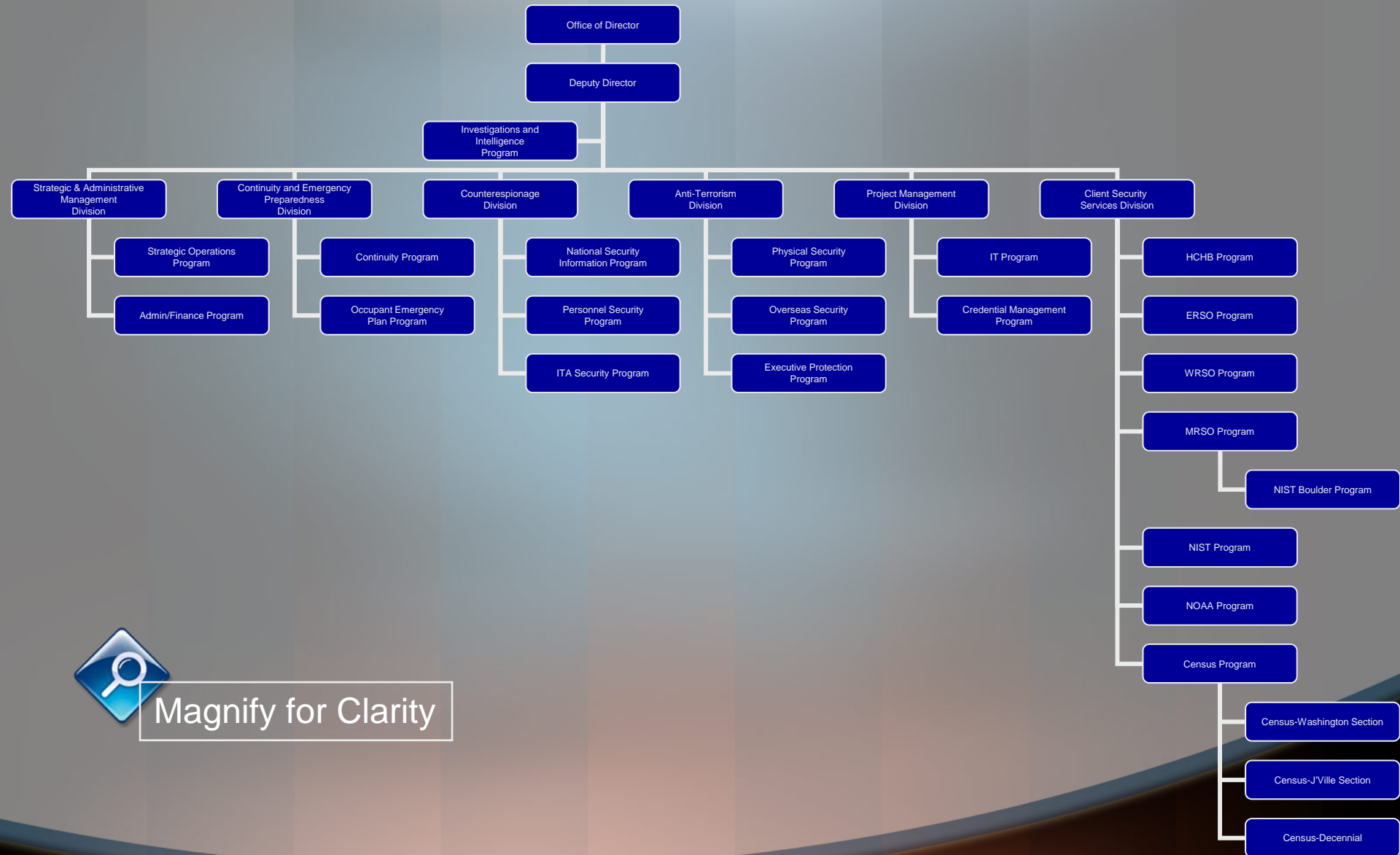
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Office of Security Regional Distribution



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Office of Security Organizational Chart



Magnify for Clarity

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Addressing Emerging Issues

The Investigations and Intelligence Program addresses emerging issues.

- Provides security-related intelligence to senior decision-makers
- Conducts and coordinates investigations to identify, assess and mitigate threats to Departmental personnel or functions
- Directs the Foreign National Guest/Visitor Program

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Anti-Terrorism Division

Protects Departmental personnel, assets and activities against diverse threats.

- Manages domestic & international physical security risk assessment programs
- Provides executive protection worldwide for the Secretary of Commerce

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Counterespionage Division

Provides policies and operational support concerning National Security Information (NSI).

- Manages the issuance and renewal of individual security clearances through the Personnel Security (PERSEC) program
- Provides support and enforcement of the proper handling of classified NSI through the Information Security (INFOSEC) program
- Provides guidance for the proper communication of NSI, through the Communication Security (COMSEC) program

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Continuity and Emergency Preparedness Division

Prepares the Department of Commerce to respond effectively to any emergency situation.

- Ensures the safety and welfare of DOC occupants and properties by planning for all possible emergencies through the Occupant Emergency Plan (OEP)
- Manages the Emergency Operations Center (EOC), the hub for all emergency communications and coordination within the Department for security incidents
- Maintains Continuity of Operations (COOP), an effort within individual executive departments and agencies to ensure that primary mission-essential functions continue to be performed during a wide range of emergencies
- Maintains Continuity of Government (COG), a coordinated effort within the Federal Government's Executive Branch to ensure that national essential functions continue to be performed during a catastrophic emergency

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Emergency Procedures:

- Evacuation
- Shelter-In-Place (SIP)
- Lockdown



During emergency situations, each of us must demonstrate the utmost in human compassion and leadership by looking out for others and helping all those in need of assistance.

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Evacuation

If the emergency requires us to Evacuate the building, you will be required to:

- Secure classified material, take personal items (keys, ID, etc.) and close your office door
- Exit the building - know your stairwell(s)
- Proceed to your predetermined Rally Point within your designated Assembly Area
- Report to your supervisor

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Shelter-In-Place (SIP)

When the emergency requires us to Shelter-In-Place you will be required to:

- Close windows and turn off stand-alone ventilation units
- Secure classified material, take personal items (keys, ID, etc.), close office doors, and turn off lights
- Proceed to an INTERIOR hallway/room without windows
- Follow the directions of your supervisor and emergency personnel

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Lockdown

When the emergency requires us to
Lockdown* you will be required to:

- Get out of the hallway or other common areas
- Proceed to nearest office
- Lock office doors and turn off lights
- Do not open office doors for anyone
- Follow the directions of your supervisor and/or
Emergency Personnel

*Lockdown occurs when management is aware that a person inside the building has intent to commit a violent act.

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Continuity of Operations (COOP)

- Each organization has a COOP Plan
- Bureaus are stand-alone
- Office of the Secretary (OS) organizations create COOP Support Plans that become appendices to the overall OS COOP Plan
- Know your role – are you a member of a Emergency Response Group (ERG)?

Security and Continuity is Everyone's Responsibility!

Security is Everyone's Responsibility!

Help safeguard our people, assets and information.

- Be alert
- Use common sense precautions
- Team with co-workers to prevent crime
- Understand the risks
- Report suspicious activities

Be familiar with the information in this presentation!

Thank You for Your Continued Vigilance.

For additional security information, contact your Servicing Security Office at the number below.

Census Security Office, National Processing Center, Jeffersonville, IN	812-218-3445
Census Security Office, Suitland, MD	301-763-1716
DOC Headquarters, Washington, DC	202-482-8355
Eastern Regional Security Office, Norfolk, VA	757-441-3431
ITA Security Contact, Washington, DC	202-482-1205
Mountain Regional Security Office, Boulder, CO	303-497-3943
NIST Security Office, Gaithersburg, MD	301-975-3304
NOAA Security Office, Silver Spring, MD	301-713-0954
Western Regional Security Office, Seattle, WA	206-526-6571

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