

## OFFICE OF SECURITY

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The Office of the Security (OSY) plans, develops, and implements policies and procedures for managing and delivering security services for the Office of the Secretary and other DoC bureaus. The nationwide projects provide for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. Specifically, OSY establishes and enforces policies and procedures for conducting background investigations and granting security clearances; safeguarding classified and sensitive documents and information; protecting DoC personnel, facilities and property; assessing threats and determining risks to Departmental assets; ensuring proper communications security; providing guidance to DoC's offices and operating units on security-related matters; and ensuring compliance with security policies and procedures.

Additionally, OSY maintains a Departmental "*Occupant Emergency Program*" and a DoC-wide emergency preparedness program. The office director serves as the Department's liaison with agencies of Federal, state, and local governments in security and protective intelligence matters. The project descriptions that follow and the *Department Organization Order 20-6*, governing OSY's responsibilities, offer further insight on services provided.

### MANAGEMENT OFFICIALS

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### LIST OF PROJECTS

HCHB Security	0126000	WCF
Security Programs	0127000	WCF
Census Headquarters Security	0141000	WCF
NOAA Headquarters Security	0142000	WCF
NIST Headquarters Security	0143000	WCF
Census Security/Jeffersonville	0154000	WCF
Investigation and Intelligence Division	0156000	WCF
NOAA Security/Western Region Security Office	0158000	WCF
International Programs	7115000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### HCHB SECURITY PROJECT 0126000

**Description of Service:** This project establishes and maintains HCHB security procedures. It covers the management of the HCHB guard contract; maintenance of the perimeter security locking system and equipment; protective operations for visiting dignitaries in HCHB; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; a service center which issues Commerce ID cards, room keys, electronic key cards, repairs locks, and coordinates security for extra building events; directing a center for screening courier deliveries; and parking enforcement. The following activities are also covered under this project: systems management and procedural controls for specialized areas within the HCHB (i.e., Day Care Center, National Aquarium, White House Visitor Center, and Immediate Office of the Secretary); liaison with local and federal police agencies; and HCHB emergency response coordination.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs are billed to operating units based on their HCHB population; and (2) Actual costs of temporary additional guards as requested by the customer.

### SECURITY PROGRAMS PROJECT 0127000

**Description of Service:** This project establishes and maintains DoC security policy and programs which includes implementing existing Executive Orders, Public Laws, and other security-related government regulations. OSY programs under this project provide for: protection of people and property; counterespionage, anti-terrorism, other counter-measure programs; and information that is classified to protect the national interest; physical protection of the Secretary of Commerce; background investigations by government or private contractors; issuance of security clearances; central automated file of DoC investigations conducted and clearances issued; security awareness and educational programs; and a compliance review program.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs are billed to operating units based on their share of the Department's enacted FTE ceiling; (2) Background investigations and fingerprints which are billed to operating units based on actual usage.

### CENSUS HEADQUARTERS SECURITY PROJECT 0141000

**Description of Service:** This project establishes and maintains security services for Bureau of the Census facilities and programs in the Washington, D.C. area. Services include: assistance in

contract guard oversight; maintenance of the perimeter security locking systems and equipment; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; and a service center which issues room keys, repairs locks, and coordinates security for extra building events.

**Basis of Charge:** Costs are billed to Census.

#### **NOAA HEADQUARTERS SECURITY PROJECT 0142000**

**Description of Service:** This project provides services to establish and maintain security services for NOAA occupied buildings and programs in the Washington, D.C. area. The program provides for oversight of contract guard and perimeter security locking systems/equipment; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; a service center which issues room keys, electronic key cards, repairs locks, and coordinates security for extra building events; liaison with local and federal police agencies; and emergency response coordination. In general, this project provides OSY services for:

1. Managing security programs;
2. Protecting people, property and information that are classified to protect the national interest as well as information that is sensitive but not classified;
3. Advising and guiding operating unit officials;
4. Responding to and following-up on building incidents; and
5. Conducting crime prevention programs and procedures to protect persons and property

**Basis of Charge:** Costs are billed to NOAA.

#### **NIST HEADQUARTERS SECURITY PROJECT 0143000**

**Description of Service:** This project provides services to establish and maintain security services for NIST occupied buildings and programs in the Washington, D.C. area. The program provides personnel and information security administration and counterintelligence support services; security education and awareness training, processing of security violations; periodic destruction of classified documents; liaison with local and federal law enforcement agencies and emergency response coordination.

**Basis of Charge:** Costs are billed to NIST.

### CENSUS SECURITY/JEFFERSONVILLE PROJECT 0154000

**Description of Service:** This project provides services to establish and maintain security services for Bureau of the Census facilities and programs at Jeffersonville, Indiana. Services include: management of security programs; the protection of people, property, and information that is classified to protect the national interest as well as information that is sensitive but not classified; provides advice and guidance to operating unit officials; assistance in contract guard oversight; perimeter monitoring; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; and a service center which issues Commerce ID cards, room keys, electronic key cards, and repairs locks.

**Basis of Charge:** Costs are billed to Census.

### INVESTIGATION AND INTELLIGENCE DIVISION PROJECT 0156000

**Description of Service:** This project provides for special agents as residents at major Departmental facilities of concern, as well as provide for necessary infrastructure to support coordinated headquarters and field operations that perform field investigative assignments designed to identify, assess, and/or manage mission-critical threats posed by hostile intelligence activities on Departmental policy and research developments.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Base costs are billed to operating units (except PTO) based on their share of the Department's enacted FTE ceiling and (2) program expansion costs are apportioned and billed to those bureaus (including PTO) that host an FTE.

### NOAA SECURITY/WESTERN REGIONAL SECURITY OFFICE (WRSO) PROJECT 0158000

**Description of Service:** This project provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Seattle, Washington. In addition to providing assistance in contract guard oversight, this project provides OSY services for:

1. Managing security programs;
2. Protecting people, property and information that are classified to protect the national interest as well as information that is sensitive but not classified;
3. Advising and guiding operating unit officials;
4. Responding to and following-up on building incidents; and
5. Conducting crime prevention programs and procedures to protect persons and property

**Basis of Charge:** Costs are billed to NOAA.

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### INTERNATIONAL PROGRAMS PROJECT 7115000

**Description of Service:** This project provides support to ITA for security matters. For the Office of the Chief Financial Officer and Director of Administration (OCFO/DOA), Office of Management and Operations (OMO), this project manages a variety of administrative programs including ITA's continuity of operations planning, emergency preparedness, as well as personnel, physical, and information security programs. Additionally, this project provides support to the U.S. & Foreign Commercial Service (FCS), in security policy and programs overseas whereby the Office of Security (OSY) conducts physical surveys/design and makes recommendations. In addition, OSY conducts compliance and inspection reviews of the security systems and plans for FCS overseas.

**Basis of Charge:** Costs are billed to ITA and allocated to the Office of Management and Operations or U.S. & Foreign Commercial Service.