

## **DOE Headquarters Security Education and Awareness Month**

The events of September 11th have dramatically changed the conditions under which each of us carries out our security responsibilities. In response to this challenge the Office of Safeguards and Security, Headquarters Operations Division, has designated October 2001 as "DOE Headquarters Security Education and Awareness Month" to underscore the role of all Headquarters Federal and contractor employees for the safety, security, and protection of the Department of Energy (DOE) Headquarters workforce, DOE property and classified matter. First and foremost, to be effective, security must be a team effort. It requires the involvement and participation of the entire Headquarters community to succeed. All employees have security responsibilities regardless of their security clearance status. During October we will focus on basic security issues to enhance security at Headquarters. For example, do all employees know:

- ?? How to recognize a classified document?
- ?? What to do if they discover an unattended classified document?
- ?? What the requirements are for hand carrying classified information?
- ?? What to do if they notice someone inside Headquarters without a DOE badge?
- ?? What to do if they find an unattended package inside Headquarters?
- ?? What do you do if they receive a bomb threat?
- ?? What to do if they notice something suspicious inside or near Headquarters?

Importantly, do all employees know where to go for an answer if they have a security question? All Headquarters elements or program offices have appointed a Headquarters Security Officer (HSO) to be the focal point for security matters within their element or program. Do all employees know who their HSO is?

Watch for additional DOECAS security messages and other security related activities throughout the month.