



JULY 2008

Be Security Smart!

Tips for an Incident-free Summer

Each year an informal period of increased awareness of security issues in the workplace begins on Memorial Day. The summer months bring vacations, family activities, and outdoor hobbies and pursuits that can be both fun and distracting. Anecdotal evidence compiled throughout the DOE/NNSA complex indicates that as attentions begin to wander, the rate of security incidents starts to rise.

To counteract the diversions that summer brings, take extra steps to be aware of security issues in your work. Keep the following tips in mind to help you avoid adding a security incident to your summer activities.

Employees

- **Avoid working with classified** or sensitive information prior to a long weekend or vacation. If you must work with classified matter, plan it carefully and discuss your planned classified activity with an authorized derivative classifier (ADC) before you engage in the activity.
- Watch what you do the day before a planned adventure. You probably will be more focused on what you will be doing than what you are doing. Remember: inattention is one of the main ingredients in many incidents.
- Perform an extra end-of-day security check. This is good practice for all organizations on Fridays, especially before long weekends.
- Handling of ACREM or special nuclear material is a high-profile activity. Try to limit such work on days when your group or division is minimally staffed. If an issue arises, there will be far fewer resources to deal with it in a controlled, thorough, systematic manner.
- **The morning before you return to work** after a weekend or vacation, check your purse, backpack, gym bag, clothing, car, etc. for prohibited articles (alcohol, firearms, etc.) and personal electronics, especially cell phones, mp3 players and cameras.

Supervisors

- Plan for the extra security precautions you will take prior to summer holidays/long weekends i.e. Memorial Day, Fourth of July, and Labor Day. Do a walk-around now to target vacation concerns.
- Adjust deadlines and classified activities during the summer months.
- Set up an extra end-of-day check.
- Put up an attention-getting sign at the entrance to your secure area to remind workers to check for personal electronics when entering the area.