



March 2008

## Be Security Smart!

### DETECTING UNUSUAL BEHAVIOR AND YOUR RESPONSIBILITIES

Department of Energy (DOE) employees are the most critical element in ensuring the safe and secure operation of DOE and NNSA programs and facilities. Security incidents usually can be traced back to unusual behavior that might have been averted if it had been recognized and reported early. Awareness of unusual behavior can prevent injury or loss of life, damage or destruction of facilities critical to national defense, and damage to national security.

#### THE FOLLOWING ARE DESCRIPTIONS OF UNUSUAL BEHAVIOR AND STEPS ONE CAN TAKE TO HELP AVERT RISKS:

##### UNUSUAL BEHAVIOR

Unusual behavior is usually a **CHANGE** from the way the person normally behaves. The types of unusual behavior are:

- Deviation from the person's normal habits, such as unusual absences, working unusually long hours, hyperactivity, and moodiness
- Deviation from established security procedures and requirements, such as improper handling of classified materials

##### OBSERVATION

Workers and supervisors must be attentive to the behavior of coworkers and report security reliability concerns. Observation helps to identify workers whose judgment may be impaired by:

- Physical or emotional problems
- Drug or alcohol abuse
- Other causes or conditions

- \* Keep in mind that a good observation is factual, non-judgmental, and non-evaluative.
- \* Do not make assumptions and guess the causes or reasons for the behavior.

##### REPORTING REQUIREMENTS

Report any immediate threat to safety or security, dangerous behavior, or specific threats to individuals or property (e.g., physical assault or property destruction).

##### GUIDELINES FOR REPORTING

- Maintain confidentiality
- Use factual information
- Do not assume causes for the behavior

##### CONTACT THE FOLLOWING TO REPORT UNUSUAL BEHAVIOR

- The employee's supervisor or manager
- Your supervisor or manager
- Security Personnel

**Remember:** Leave the evaluation and response to your organization's trained professionals.



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### CAUSES OF UNUSUAL BEHAVIOR

- Stress
- Depression
- Substance abuse
- Psychological problems
- Disgruntlement

Since unusual behavior can have many causes, do not try to understand the cause. Rather, observe the behavior, determine if you should act, and leave the diagnosis to occupational medicine professionals.

### SELF-REPORTING

Referring yourself is not a sign of weakness. It shows strength of character and good judgment. If you are concerned about your ability to perform your job safely and securely, notify Occupational Medicine. The contact will be treated confidentially.

The following are additional precautions you can take:

- If you are in the Human Reliability Program (HRP), report prescription medications and over-the-counter drugs that may impair your ability to perform HRP duties
- Seek help for conditions such as stress, depression, or other medical or psychological impairments
- Remove yourself from sensitive work if you believe you may not be able to work safely or securely

If you have a security clearance, you also must report to your local clearance processing office the following:

- Hospitalization associated with or as a result of a mental illness
- Treatment for drug abuse
- Treatment for alcohol abuse

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***Doing nothing is never an option if you question your or a coworker's ability to work safely and securely. Potential consequences can be serious and can lead to unauthorized disclosures, violence, sabotage, and espionage.***

***You are security. Be alert. Be aware.  
Be Security Smart.***