

## Guidance for incorporating security goals into annual review process

From *Safeguards and Security*:

For every nonrepresented employee, an important part of the annual performance review process includes setting individual safety and security goals for the coming year.

Whether you're establishing your own personal goals or evaluating the performance of an individual in achieving specific security goals, the following information may be helpful as a guide for those efforts. Safeguards and Security prepared

the information in response to requests for more details about security requirements in employee goals and action plans.

The goals represent the minimum expected requirements. The "Unsatisfactory," "Good," "Excellent" and "Outstanding" notations are *examples that could be used or expected* as criteria for the security section of Form 331.07, "Employee Required Safety & Health and Security Personal Goals & Actions Plan." Note that some categories offer multiple examples.

### Examples of security goals for annual performance review

Goals	Unsatisfactory	Good	Excellent	Outstanding
<b>Actively participate in and support the INEEL Integrated Safeguards and Security Management (ISSM) program</b>	1.) Did not view mandatory ISSM video (for 2002) 2.) Fail to show concern for INEEL/personnel security	1.) View mandatory ISSM video (for 2002) 2.) Comply with facility/bldg. security requirements	Participate in ISSM activity (Security Cubicle, puzzle, word search)	Initiate a Security Education presentation at a staff or safety meeting
<b>Learn about and actively apply the security requirements that pertain to your work activities</b>	No action	Know the ISSM core functions	Use ISSM core functions in work processes	1.) Prompt others to use ISSM core functions in their processes. 2.) (Manager) Offer Physical Security Plan for employee review
<b>No lost or forgotten security pass</b>	Forget badge more than 3 times; security infraction	Forget badge twice	Forget badge once	Did not forget badge during year
<b>Complete annual required S&amp;S training as scheduled (annual refresher, computer security, etc.)</b>	Training not completed within time frame	Complete training on time	Familiar with S&S Web page (complete word search, SUI pamphlet, classified requirements)	1.) Participate in security activities (Security Cubicle) 2.) Participate in security puzzle, word search, etc.

Goals	Unsatisfactory	Good	Excellent	Outstanding
<b>No security infractions</b>	Multiple security infractions	One security infraction for minor offense	No security infraction or misuse notice	1.) Identify security concern or vulnerability 2.) Encourage others to avoid an infraction 3.) Report security incident
<b>Appropriately use screen-saver password protection for your computer</b>	No password-protected screen saver in place	Set screen saver at 15 minutes or less	Change passwords every six months	Help or encourage others to set password on computer
<b>Unclassified computer</b>	Delinquent in filling out the mandatory Form 565.6	Complete mandatory Form 565.6	Keep all registered computers current with required Form 565.6	Initiate presentation on unclassified computers in staff or safety meeting
<b>OPSEC participation</b>	Receive an OPSEC concern letter	Read SUI pamphlet or OPSEC pamphlet	1.) Read <i>Dragon's Breath</i> articles 2.) Participate on OPSEC working group 3.) Participate in OPSEC walk-down	1.) Perform OPSEC self-assessment with checklist 2.) Complete OPSEC working group assessment walk-down 3.) Receive OPSEC letter of achievement
<b>Counterintelligence participation</b>			Initiate CI presentation at staff or safety meeting	Attend CI-sponsored event (speaker, activity, etc.)
<b>Physical security</b>	Fail to meet physical security requirements	Complete key inventory form by deadline	Transfer/return keys when no longer needed to Physical Security	Read your facility security plan. (Manager must ask for it.)
<b>Escort responsibilities</b>	Fail to properly escort; receive warning/infraction	Follow all escort requirements	Complete paperwork and gain approval in advance of a visit	Train your alternate in escort responsibilities

SUI = Sensitive Unclassified Information

OPSEC = Operations Security

*Dragon's Breath* articles:

<http://www.inel.gov/opsec/dragonsbreath/>

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