

The Office of Security (OSY) Security Manager at Bureau of Industry and Security responsibilities to the Bureau can be broadly classified into several categories with the following functional areas Physical Security, Information Security, Personnel Security and Industrial Security:

- 1) **Management and Oversight**
- 2) **Compliance**
- 3) **Planning and Coordination**
- 4) **Education and Awareness**
- 5) **Threat and Incident Response**

### **Management and Oversight**

OSY is responsible for the management and implementation of the Bureau's information security program. Additionally, the Security Manager is to:

- 1) Serve as the principle advisor to the Bureau head on all information security matters.
- 2) Maintain cognizance of all agency security functions.
- 3) Provide guidance, direction, coordination, and oversight to designated assistant security assistants.

### **Compliance**

OSY's responsibility for the successful implementation of the Bureau's information security program entails ensuring fundamental compliance with the Executive Orders, policies and procedures. Security Manger must ensures:

- 1) Access to classified information is limited to appropriately cleared personnel with a need to know.
- 2) Implementation of and compliance with information security requirements of for all uses of information technology.
- 3) Compliance with information security requirements when access to classified information is provided to industry contractors.

### **Planning and Coordination**

The Security Managers must perform a wide variety of implied and specified planning-related activities. Among the specified planning responsibilities are the development of written instructions for safeguarding classified information during emergencies and agency operations; and the development of security measures and procedures regarding visitor access.

Among some of the implied planning responsibilities are those related to managing the Bureau's security training program; recordkeeping and reporting requirements; and the maintenance of security classification guides under the Bureau's cognizance. The successful conduct of Security Manager responsibilities requires coordination and liaison with a broad range of individuals and departments functions. The Security Manager will:

- 1) Maintain liaison with public affairs and operations security to ensure information intended for public release receives required security reviews.
- 2) Coordinate with other department officials regarding security measures for the classification, safeguarding, transmission, declassification, and destruction of classified information.
- 3) Coordinate with information systems security personnel as required for effective management, use, and oversight of classified information in electronic form.

- 4) Coordinate the preparation, dissemination, and maintenance of security classification guides with original classification authorities.
- 5) Coordinate when necessary with the proper authorities in response to security threats and incidents.
- 6) Maintain liaison with the special security officer, as appropriate, on issues of common concern.

### **Education and Awareness**

The information security program requires personnel that are security-educated and aware. As such, maintenance of the Bureau's security awareness, education, and training is among the responsibilities designated to the Security Manager. The Security Manager is responsible for formulate, coordinate, and conduct the Bureau's security education and training program, to include related information systems; and to keep personnel who perform security duties abreast of changes in policies and procedures, and provide them assistance in problem solving.

### **Threat and Incident Response**

OSY ensure that security threats and incidents pertaining to classified information are reported, recorded, coordinated with the proper authorities and when necessary investigated. Additionally, it is the Bureau Security Manager's responsibility to take appropriate action to mitigate damage and prevent recurrence of security issues.