

BEA SECURITY PROGRAM

Through policy and guidance of the Department's Office of Security (OSY), the Bureau of Economic Analysis (BEA) security program is overseen and managed by two OSY members: Security Manager and Security Assistant. These individuals are housed at the BEA facility (GSA-leased) at Suitland Federal Center (SFC) and provided BEA-issued assets: laptop computer, desktop (tower) computer and work cellular phones. Hand-receipts are coordinated between personnel and BEA Office of the Chief, Information Officer (OCIO).

The BEA Security program includes management and/or participation in the following functional programs or security categories (in alphabetical order):

- Communications Security (COMSEC)
- Continuity of Operations (COOP)
- Industrial Security (INDUSEC)
- Information Security (INFOSEC)
- Operations Security (OPSEC)
- Personnel Security (INFOSEC)
- Physical Security (PHYSEC)
- Security Awareness, Training and Education (SATE)

By managing the noted programs, OSY staff are responsible for the following tasks:

1. Serve as the principal advisor to BEA leadership on all security matters.
2. Maintain cognizance of all security functions.
3. Provide BEA liaison support of guidance, direction, and coordination with OSY.
4. Ensure fundamental compliance with Executive Orders and governmental/Departmental policies and procedures.
5. Support the implementation and compliance with Federal Information Security Modernization Act (FISM) (aka Technology (IT)) requirements.
6. Develop security procedures and supporting documentation for all security issues, to include, but not limited to:
 - a. Safeguarding classified or sensitive information
 - b. Emergency/Exercise planning, training, and response
 - c. Protection of public release information
 - d. *Processing (onboarding/offboarding) of all assigned personnel
 - e. *Processing of visitors
 - f. *Processing of all badge actions
 - g. Manage the protection of BEA spaces via Physical Access Control System (PACS)
 - h. Track and monitor the completion of required security training for BEA personnel

NOTE: Asterisk (*) denotes task that must be coordinated with OSY's Bureau of Census security staff.