Reclamation Manual

Policy

Subject:	Security Program
Purpose:	To establish the components of and responsibilities for the Bureau of Reclamation's Security Program. The benefit of this policy is protection of the public, employees, and water and power delivery at Reclamation facilities.
Authority:	Reclamation Act of June 17, 1902 (32 Stat. 388; 43 USC 391) and acts amendatory thereof and supplementary thereto; Critical Infrastructure Protection Act of 2001 (Pub. L. 107-56; 115 Stat. 272; 42 USC 5195c); Homeland Security Act of 2002 (Pub. L. 107-296; 116 Stat. 2135; 6 USC 101); Consolidated Natural Resources Act of 2008 (Pub. L. 110-129), Section 513, Bureau of Reclamation Site Security (Act); Executive Orders 10450, 10577, 13467, and 13526; Homeland Security Presidential Directives; Presidential Policy Directives; Federal Information Processing Standard 201 (FIPS-201); and Departmental Manual Parts 441 through 446
Approving Official:	Commissioner
Contact:	Security Division, Mission Assurance and Protection Organization (MAPO) (84-50000)

1. **Introduction.** Reclamation is responsible for the protection of an important part of the nation's critical infrastructure and key resources. Reclamation's security mission is to protect the public, employees, and water and power delivery capability against terrorism and other illegal activities at Reclamation facilities. A successful terrorist attack or other unauthorized activities could cause the disruption or failure of a critical water or hydropower facility, potentially leading to loss of life, national economic instability, loss of mission capability, and loss of public confidence in Reclamation's ability to carry out its mission. A key objective of the program is the reduction of security-related risks through a combination of preparedness, prevention, protection, and response. This is accomplished by prioritizing critical assets, identifying potential threats, assessing vulnerabilities and consequences, and mitigating unacceptable risks through implementation of cost-effective security measures. Security measures include access control systems, barriers, guards, enhanced communications, lighting, remote surveillance systems, alarm systems, and structural modifications to reduce security-related vulnerabilities. Other program activities include information protection, background investigations, security-related studies, investigations of suspicious activities, and security awareness training.

2. **Applicability.** This Policy applies to all Reclamation employees for implementation at Reclamation-owned, leased, or occupied facilities. Any exclusions (e.g., when certain procedures do not apply to operating entities/transferred works) are specifically listed within each security Reclamation Manual Directive and Standard (D&S).

3. **Program Components.** Reclamation's Commissioner and the Deputy Commissioner, Policy, Administration, and Budget (DC-PAB) will maintain a risk-based Security Program, under the direct responsibility of the Director, MAPO and the Chief Security Officer (CSO), consisting of the following major components:

   A. **Personnel Security and Suitability.** Personnel security and suitability provides a basis for determining a person's suitability for Federal employment or work under a Federal contract, and where applicable, for determining whether a person is suitable to be placed in a Public Trust position, granted a National Security clearance, and/or issued a personal identity verification card.

   B. **Information Protection and Operations Security (OPSEC).** Information protection deals with the identification, classification, and safeguarding of sensitive information and national security (classified) information. OPSEC is the process that focuses on the identification, protection, and management of information that, if exploited by an adversary, would provide an advantage to the adversary and potentially negative impact to Reclamation's mission and operations.

   C. **Facility Security.** Facility security is concerned with the physical and procedural systems and protocols for protecting Reclamation's buildings and facilities. This includes the Security Risk Assessment process; various risk or issue analyses; supporting studies and development; evaluation and design of physical security measures based on security risks; implementation, operation, and maintenance of physical security measures, plans, and procedures, including guards; and associated testing, training, drills, and exercises.

   D. **Intelligence Support.** This area is concerned with sharing of intelligence information that could affect known or potential security risks by advising Reclamation management with intelligence information and threat analyses as it relates to domestic and international threats, the Dams Sector, associated infrastructure, and site-specific assets. This program component also includes management of the Suspicious Activity and Serious Incident Reporting programs.

   E. **Special Agents.** The Security Program partners with the Bureau of Land Management to provide Special Agents as part of its normal operating posture to understand current local threats and to coordinate with law enforcement for response. The Special Agent in Charge and the Regional Special Agents support Reclamation's Security Program by coordinating and interfacing with law enforcement and intelligence agencies within their respective regions, conducting security-related criminal investigations related to Reclamation assets and activities, and regularly communicating and sharing learned information and intelligence into the Security Program.

   F. **Related Program Areas.** In addition to the major components listed above, there are several program areas closely related to the Security Program, but not directly managed as part of the program and are therefore not included in this Policy. These include

Emergency Management, Identity Management, and Information Technology Security program areas. In addition, program activities are closely coordinated with dam safety activities.

4. **Program Oversight and Decision Making.** Security Program oversight and decision making are the primary responsibility of the CSO and the Director, MAPO under the direction and concurrence of the DC-PAB and Commissioner. The respective regional director and area manager are responsible for working with the CSO and Director, MAPO to make sound security risk management decisions for each facility. This is described further below.

   A. **Executive Level.** The Commissioner and DC-PAB will provide executive oversight of Reclamation's Security Program and executive-level policy and program direction and guidance.

   B. **Management Level.**

      (1) The Director, MAPO is responsible for overall development, implementation, and management of Reclamation's Security Program, including policy development, compliance oversight, risk management, mitigation implementation, and budgeting and fund management of centralized program activities. The Director, MAPO will ensure the Commissioner, Deputy Commissioners, and the Assistant Secretary – Water and Science are notified of any significant security-related issues, including permanent road closures, major security training exercises, and major changes in public use. The Director, MAPO, or his/her designee, will represent the Department of the Interior on the Department of Homeland Security (DHS) Dams Sector Government Coordinating Council.

      (2) Regional directors, area managers, and facility managers will manage and oversee the Security Program throughout their respective regions, areas, and facilities, to include ensuring:

         (a) facilities, offices, equipment, and systems, are managed, operated, and maintained in accordance with security-related decision documents and applicable Reclamation, Departmental, and DHS security policies, standards, and guidelines;

         (b) actions to reduce risk are communicated to project beneficiaries and that these entities have an opportunity to participate in the development of risk reduction alternatives, as required by the Bureau of Reclamation Site Security Act; and

         (c) all facility personnel are aware of their responsibilities for integrating good security practices and procedures into all operations and activities, complying with all facility security measures and procedures, protecting

sensitive information, practicing security awareness, promptly reporting security issues and all observed suspicious activities and incidents, and monitoring and reporting changes that are needed in security posture based on changing project/office operations and conditions.

(3) Other Reclamation directors will ensure facilities, offices, equipment, and systems within their directorate are managed, operated, and maintained in accordance with applicable security policies, D&Ss, procedures, and security-related decision documents. Reclamation directors are responsible for keeping the Director, MAPO or CSO adequately informed of security issues and decisions.

C. **Programmatic Level.** The CSO is the principal staff person responsible for the formulation, coordination, management, and oversight of Reclamation's Security Program. The CSO will develop and enforce security policies, D&Ss, procedures, and objectives related to facility security, personnel security, and information security. As part of the facility security component, the CSO has oversight responsibility for all infrastructure protection program activities. The CSO will ensure appropriate outreach and coordination with other security offices and organizations such as the Department of the Interior's Office of Law Enforcement and Security, DHS, and other Dams Sector agencies.

D. **Facility Level.** The decision-making process and signatory approval levels for implementing facility security mitigation activities are included in Reclamation Manual D&S, *Facility Security* (SLE 03-02).

5. **Program Management.** The Security Program is managed by the CSO and regional security officers (RSOs), with assistance by the National Critical Infrastructure (NCI) security managers; area office security coordinators (AOSCs); and regional, area, and facility management. This is further described below.

A. **Regional Level.**

(1) RSOs will coordinate, manage, and oversee the regional security programs, including implementation of Reclamation policies, D&Ss, and approved decision documents. RSOs will implement security awareness programs throughout their respective regions. RSOs will regularly communicate with the area offices and/or facilities to ensure any significant changes in risk factors that might affect facility security are adequately addressed and are reported to the CSO in a timely manner. Such site factors might include changes in the population downstream of a dam, emerging threat or incident information, changes in structural vulnerability, or changes in the status of security equipment or protective measures and procedures.

(2) RSOs will also coordinate with other regional programs such as emergency management and dam safety to ensure security is integrated into their exercises, projects, etc., as appropriate.

B. **Area-Facility Level.**

(1) AOSCs will coordinate security activities within the area office and provide security-related support to the area manager and RSO. This includes activities such as participation in security reviews, implementation of approved recommendations, development and maintenance of site security plans, and security awareness training.

(2) The NCI Security Manager is a full-time position at each of the five NCI facilities. The NCI Security Manager will implement and manage all security-related activities at the NCI facility. The NCI Security Manager usually serves as the AOSC for the area office in which the NCI is located.

(3) Where Reclamation has transferred the operation and maintenance of facilities to an operating entity, the area office will work closely with the operating entity on security-related activities such as security risk assessments, development of site security plans, exercising and testing of security plans and equipment, protection of sensitive information, and reporting of incidents. Decisions requiring action to reduce risk will be shared with operating entities in a timely fashion.

6. **Directives, Standards, and Guidelines.** D&Ss for personnel security, information security, facility security, guards, reimbursability of security costs, and related program areas are found in the Security and Law Enforcement section of the Reclamation Manual (https://www.usbr.gov/recman/DandS.html). Additional discretionary guidelines and information, such as the Security Risk Assessment Guidelines and information on security awareness, are available from the RSOs or the Security Division (84-570000).

7. **Definitions.** There are no terms to define in this release.

8. **Review Period.** The originating office will review this release every 2 years.

RECLAMATION
Managing Water in the West

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: **07/15/2019**

Release No. **396**

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

SLE P01 Security Program

Summary of Changes

Minor revisions approved as follows:
--Added in the program components associated with the Security, Safety, and Law Enforcement (SSLE) realignment of the Regional Special Agent program and the Information Sharing and Law Enforcement Support program into the SSLE Security program.
--Added a sentence about operations security since it is a critical part of the information protection program.
--Changed the overall document format and structure to comply with the new format requirements, which primarily included merging the responsibilities section with the requirements.

***Administrative change effective on 10/22/23: Policy and Programs was changed to Mission Assurance and Protection Organization (MAPO).**

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets	Insert Sheets
SLE P01 pp 1-5	**SLE P01 pp 1-5**

All Reclamation Manual releases are available at http://www.usbr.gov/recman/

Filed by: **David Isleman**

Date: **10/24/2023**