PPPL	PRINCETON PLASMA PHYSICS LABORATORY	ORGANIZATION/ MISSION	No. O-049 Rev 0 page 1 of 2

Subject:	Effective Date:	Initiated by:
Local Insider Threat Working Group (LITWG) Charter	**November 16, 2016**	John DeLooper S Head, Best Practices and Outreach
	Supersedes:	**Approved:**
	NEW	Terrence Brog Director

Management System (Primary): 10.00 Safeguards and Security
Management System Owner: Head, Best Practices and Outreach
Management Process: 10.03 Security
Process Owner: Head, Best Practices and Outreach
Subject Matter Experts (SMEs): Head, Best Practices and Outreach; Head, Site Protection; ITPC Committee Members

Introduction

The Princeton Plasma Physics Laboratory (PPPL) Local Insider Threat Working Group (LITWG) focuses on identifying and then mitigating potential threats posed to PPPL and the Department of Energy (DOE) Princeton Site Office (PSO) by insider threat actors. The LITWG seeks to appropriately manage the risk while supporting the scientific mission.

Members

The LITWG is composed of personnel with access to information repositories and/or capabilities necessary to detect and defend against a broad range of insider threats. The members of the LITWG are appointed by, and report to, the Director, or his designee. Membership in the LITWG will be reviewed every two years, at which time members may be re-appointed. Designation of members for the LITWG will be approved by the site's Officially Designated Federal Security Official below. The LITWG may request the services of other individuals to serve as advisors for the Working Group.

The Working Group shall be composed of the following core members:

- Chief Operating Officer (Chair)
- Head, Site Protection
- Head, Human Resources
- Chief Information Security Officer (CISO)
- Princeton University General Counsel
- DOE Senior Counterintelligence Officer
- DOE-PSO Manager or Representative

Approval by Designated Federal Security Official: _____

Date:_____

Roles and Responsibilities

The LITWG shall report to the PPPL Director or his designee. The primary duty of the LITWG is to serve as the authoritative advisory body on potential insider threats for the Director and Deputy Directors.

Activities the LITWG may undertake, but are not limited to, are as follows:

- Develop, coordinate, monitor, and direct the Insider Threat Program.
- Develop or enhance existing Laboratory policies and procedures specific to its area of responsibility to deter, detect, mitigate, and respond to identified, insider threats. Provide training to staff as appropriate.
- Recommend specific actions for any potential identified threat (e.g., engage: DOE counter intelligence; Princeton University Threat Assessment Group; local police, etc.).
- Support the mission of the DOE Analysis and Referral Center (ARC) by referring insider threat incidents and answering requests for information from the ARC.
- Assess and recommend improvements to existing security measures against insider threats, including the evaluation and adoption of best practices found in industry and government.
- For potential identified threats from Federal personnel, including counter-intelligence, the LITWG will meet to discuss the immediate response and mitigation, but final action(s) will be determined by the Federal Designated Security Official. Once the immediate threat is identified and mitigated, the LITWG will no longer be involved and any further action(s) regarding Federal personnel will be solely a Federal responsibility.
- Perform other tasks as requested by the Director.

Conduct of Meetings

Committee meetings will be held tri-annually. Ad hoc meetings can be held as the situation demands, including meetings held among specific members as appropriate to address specific incidents or events. The Chair or the designee shall record a meeting summary.

References

DOE O 470.5, Insider Threat Program
GEN-039, Procedure for Identification, Handling and Storing “Official Use Only” Information