

**SASIG Steering Committee Meeting**  
**Oak Ridge, Tennessee**  
**April 19, 2007**

**Steering Committee Members**

Kristine Inskeep, INL  
Joyce Jenks, DOE Idaho  
Kent Oelrich, LLNL  
Loren Evenson, HS-71  
Nancy Cross, Y-12  
Valerie Anderson, ORISE

**At-large Participants**

Charles Montoya, SNL/NM  
Renee Perry, LSO  
G.R. (Jerry) Eisele, ORISE  
Carolyn Alvarez, ORISE  
Sandy Womble, ORISE  
Danny Nunn, ORNL/ETTP  
Sharon Jakubowski, ORISE

**Highlights**

The SASIG Steering Committee met on Thursday, April 19, 2007, following the Safeguards and Security Awareness Quality Panel (SSAQP) meeting. Steering Committee Chair, Sylvia Lovelett, was unable to attend because of a strike of protective force personnel at Pantex. This was to be her final year as Chair (ending a 3-year term). However, Kris Inskeep, INL, agreed to preside at the meeting. We will be sending Sylvia a plaque of recognition for her service as Chair.

***Review of the SASIG Charter***

As required annually, the Steering Committee reviewed the SASIG Charter. Proposed revisions were:

First paragraph, 1<sup>st</sup> sentence: change Headquarters organization structure to Office of Health, Safety and Security, Office of Security Policy, Office of Policy, HS-71.

**STRUCTURE:**

First sentence: change “DOE Advisor from SP-61” to “DOE Advisor from HS-71”; change “the representative for Safeguards and Security Awareness Program Manager Training...” to “the representative for Safeguards and Security Awareness Coordinators Training.”

### ***Nominations and Election to 2007 Steering Committee***

#### **Steering Committee Membership Changes:**

Nancy Cross, BWXT Y-12, was elected for a 3-year term. We welcome Nancy to the Steering Committee.

We also welcome Laura Vieira, NTC/CTA instructor for Security Awareness training. She replaces Robert Ambrose, who now has a supervisory position at NTC/CTA.

Wayne Morris and Cindy Farinholt, both of the Nevada Site Office, and Jeanette Nault, Kansas City Plant, each completed a second 3-year term on the SC.

Laurel Hautala, Kansas City Site Office, resigned after completing one year of a second term. She has taken on new job responsibilities and will not be able to fulfill SC obligations. Kaye Hall, Kirtland Operations – NM and an SC member since 1990, retired in October 2006.

We thank Rob, Wayne, Cindy, Jeanette, Laurel, and Kaye for their many hours of excellent support to the group and will be sending them certificates of recognition.

#### **Steering Committee Leadership:**

We nominated and elected a new Chair and Vice-Chair. By written ballot, Kristine Inskip, INL, and Kent Oelrich, LLNL, were elected Chair and Vice-Chair, respectively, for 3-year terms. Sylvia Lovelett, Pantex, and Wayne Morris, Nevada Site Office, completed 3-year terms in these offices.

### ***Discussion of 2007 SASIG Workshop Evaluations***

The Steering Committee reviewed the workshop Evaluation Sheets submitted by workshop attendees. The many favorable comments indicate our workshop continues to be of value to new and old members alike. Attendees noted that the workshop provided excellent speakers, an agenda relevant to their jobs, and up-to-date information to take back to their sites.

Evaluations also showed that attendees would prefer classroom-style seating (tables) rather than an auditorium setting. Also, a possibility of a working lunch was suggested. The Steering Committee will use these evaluations in planning next year's workshop and will consider all suggestions.

#### **Proposed Topics for 2008 Workshop**

Based on the evaluations, the following topics were noted as being of interest or directly relevant to attendees' jobs:

- HSPD-12
- Foreign Visits & Assignments
- Counterintelligence/counterterrorism
- OPSEC
- CMPC

- Protection of OOU Information
- Records Management – how records are kept, tracked
- How to construct Initial and Comprehensive Briefings

Two topics that were scheduled for the 2007 workshop but not presented due to speaker cancellation or not confirming a speaker were: unclassified cyber security and Security Evaluations. We will plan to include those in the next workshop.

Open Forum should be scheduled for two sessions (one each day). Tools of the TRADE this year featured local awareness speakers from other security programs, and since it was well received, it may be copied in the future. Videos have been shown when time permits, but they are so popular that it has been suggested that time for them be scheduled.

### ***Location for 2007 Workshop and Meetings***

The SSAQP had deferred voting on a location for the 2008 SASIG Workshop and Meetings to the Steering Committee Meeting. In determining a location, the SC was asked to consider cost efficiency and use of a Government facility, if available.

Two locations were nominated: Idaho Falls, ID, with the DOE Operations Office and Idaho National Laboratory as hosts; and The Boeing Company, Seattle. No representative of Boeing was present at the meeting. The committee voted unanimously to hold the next workshop at the INL. Kris Inskeep and Joyce Jenks will pursue use of an on-site facility, and we plan to move the schedule to the end of April rather than mid-April.

### ***Taskings for the SASIG***

The SSAQP identified the following taskings for the SASIG:

#### Task 1:

Revise the Safeguards and Security Awareness Handbook, Version 3, June 2004, to address the requirements of DOE O 470.4 and DOE M 470.4-1.

#### Task 2:

Complete the Refresher Briefing for Off-Site Personnel. This briefing, which will be posted on the SASIG Website, is for cleared off-site personnel who may rarely, if at all, go on site. The refresher briefing developed by the SASIG Special Task Group is being finalized. The final draft is being provided for review by SASIG Steering Committee members. Comments will be discussed during the May and June conference calls with a comment deadline of June 22, followed by publication within 30 days.

#### Task 3:

Submit S&S Awareness products for posting on the Website. Products, such as briefings and posters, will be reviewed by the DOE Advisor for consistency with national and DOE policy before being posted under S&S Awareness Program Resources.

In addition to the above tasks, the SSAQP would like the SASIG to determine whether Security Awareness personnel are being allowed to attend NTC Security Awareness training. The specific training requirement was deleted in DOE M 470.4-1, Section K, Safeguards and Security Awareness Program (March 2005). If the SASIG determines that local management is denying Security Awareness personnel authorization to attend training, the SSAQP will recommend that the requirement be restored.

***Moving the SASIG into the Future: Issues and Concerns***

The SC continued a discussion brought up at the SSAQP re having the Quality Panel meet the day before the workshop begins; i.e., on Monday (travel day) in the afternoon. Panel participants would be DOE/NNSA members of the Steering Committee. At the workshop on the following day, the Chair of the panel would report on proceedings/results and open up a general discussion on security awareness policy issues.

For future conference calls, the SC would like to see focused topics. We would ask participants input on topics to discuss.

**Next Conference Call**

The SASIG Steering Committee will hold its next monthly conference call on Thursday, May 17, at 1:00 p.m. EDT. The call number is 301-903-6023.