



The Initial Briefing – Integration of S&S Program Elements

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Overview

- Why are Safeguards and Security Awareness Programs important?
- It's a "System." Is your program presenting and promoting "the Security System" effectively?
- Being effective.
- Initial and Refresher training
- Discussion

Why is Safeguards and Security Awareness Important ?

- First line of defense.
- "Loose Lips Sink Ships."
- Most of the employees out there want to do the "right" thing. It is your job to help them.
- What can you use as feedback on the effectiveness of your program and the "system?"

Promoting "the System."

- The first step is you!
 - Are you well versed in "Security?"
 - Do you understand how "all" the functional areas of security are inter-related?
- Do you understand your role as the "first face" of security?
- Is it a "positive" face that you present?

Is It Effective?

- How educated are you?
 - Qualified and capable specialist
 - Current in your readings?
- How educated is your workforce?
 - Are you using your educated workforce to help?
 - How are you involving them?
- "Security Culture" established?
- Is it natural or a forced one way culture?
 - This is the opportunity to put them on the right path and develop that good security aware employee.

How to be Effective

- Motivate and Communicate
 - Give them the “why” and the “what” for security—the basic rationales and requirements
- Create a “well versed” and security aware employee
 - Ask if they have questions
 - Give examples that reinforce concepts the site is trying to get across

Creating the Ultimate Brief

- How are your delivery skills?
 - Are you good in front of crowds?
 - Make sure you listen to their questions .
 - Do not be afraid to say, "I don't know, but I'll get back to you." No tap dancing! Make sure you get them an answer.
 - Make your presentations interesting—variety is the spice of life, be creative.
 - Get some of the experts and management involved.
 - Give them something--handouts, reference names and numbers, web-sites for policies and procedures, or where to find applicable security related forms.

Motivation Ideas—Keep it Fresh

- Create a contest
 - Poster design
 - Security quiz w/ winner
- Ask your management for their involvement
 - Example: Site bill board sponsors
- Use of web pages, e-mail
- Computer Based Training
- Go to a division or programs monthly meeting to brief at their location in the field

Documentation

- For Real Estate it is Location, Location, Location
- Whatever you decide to do for your initial, comprehensive, and refresher—document it.
 - Date
 - Subject(s) presented
 - Presenter
 - List of attendees
 - Signature of attendees
- For CBT, make sure you have a way to document the training taken by the individual

What is the Initial Briefing?

- Your chance to help the employee “understand” and convince them to take “ownership” of the security program. Presenting -- THE FACE OF SECURITY!
- Topics
 - Threat Awareness
 - Employee Reporting Obligations
 - Classification Obligations
 - Etc.
- How are all of these things part of the “security system”?
- What is the impact on mission if there is a failure?

Refresher Training

- THE FACELIFT OF SECURITY
- Topics
 - Policies, procedures, concepts covered in initial and comprehensive training
 - Threat and techniques used by foreign intelligence gathering
 - Penalties for espionage
 - Incidents of Security Concern, internal/external assessment and audit findings
 - Security Regulation changes

Audience

- Employees
- Off-site locations
- Sub-contractors
- Management

Final Thoughts

- This is the first step to understanding the Security System—the first line of defense.
- What you do is an INVESTMENT not a cost.
- Doing this right can save money, unwanted attention, and time.
- A key for any educator / briefer / trainer is to know the audience they are addressing.
 - If they don't need it for their job then don't brief it. Tailor you briefing to the audience.
- Our goal is understanding and their ownership.



- Questions

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