



## CHARTER

### **SAFEGUARDS AND SECURITY AWARENESS POLICY PANEL**

This charter establishes the framework for the Department of Energy (DOE) Safeguards and Security Awareness Policy Panel (SSAPP). It identifies the SSAPP objectives, lines of communication, membership, responsibilities, taskings, and meetings.

**OBJECTIVES:** The SSAPP provides recommendations to the Director, Office of Security Policy, HS-70, on Safeguards and Security Awareness Program policy issues. Significant issues identified by the SSAPP will be staffed at the Office of Policy (HS-71), DOE Headquarters, prior to being submitted to the Director, HS-70.

Through SSAPP meetings, surveys, and evaluations of Safeguards and Security Awareness programs, the SSAPP identifies instructional information for briefing needs and other policy issues pertinent to security awareness. The SSAPP will serve as a resource for the design, development, implementation, and revision of the Security Awareness Coordinator Training course conducted by the DOE National Training Center (NTC). The SSAPP facilitates the dissemination of policy, guidance, clarification, and other information to DOE and National Nuclear Security Administration (NNSA) elements and contractor facilities.

**LINES OF COMMUNICATION:** As necessary, the SSAPP will report through its Chair to the Director of Security Policy, other HSS policy panel chairs, and to other organizations within DOE. The SSAPP receives direction and guidance from the Office of Security Policy. The SSAPP communicates with its members at the annual meeting and through monthly conference calls, e-mails, and memoranda.

**MEMBERSHIP/LEADERSHIP:** Membership is open to security professionals from DOE/NNSA and contractor facilities who demonstrate commitment to awareness programs and projects. An effort is made to ensure that varied geographic locations and missions are reflected in the make-up of the SSAPP. Members of the Security Awareness Special Interest Group (SASIG) Steering Committee make up the core membership of the SSAPP. (The SASIG was organized in 1985 and is coordinated by the Oak Ridge Institute for Science and Education [ORISE] under contract to the DOE.) Permanent members of the SASIG Steering Committee, and thus of the SSAPP, are the staff member responsible for safeguards and security awareness policy, Office of Policy, HS-71; the National Training Center (NTC) representative for Security Awareness Coordinator Training; and the SASIG Coordinator from ORISE. Representatives from the HSS Information Security Program, Office of Policy, HS-71; the Office of Independent Oversight, HS-61; and the Directorate of Counterintelligence may be designated to serve on the SSAPP.

The Chair of the SSAPP is the HS-71 policy staff team leader responsible for safeguards and security awareness policy.



**RESPONSIBILITIES:** The SSAPP will provide early input on new policy initiatives to expedite the identification of policy issues and increase productivity specifically within the security awareness policy process. Responsibilities of individual members include the identification of issues, solutions, and recommendations regarding policy needs; identification of new technology; and assistance in the development or review of DOE directives, while emphasizing cost-saving initiatives and objectives required for adequate safeguards and security awareness.

The Chair maintains SSAPP records, and has responsibility for issue identification, taskings, and resolutions. The Chair will communicate information and final resolution of issues arising from the SSAPP to the members and participants.

**TASKINGS:** The SSAPP communicates any tasking to the SASIG for accomplishment.

**MEETINGS:** The SSAPP will meet at least once a year at the time of the SASIG Workshop. The meeting will have an agenda that includes a review of the current charter. In addition, SSAPP topics are discussed during monthly conference calls of the SASIG Steering Committee. Meetings will be held in locations that can be justified by cost, or in conjunction with other meetings or events to minimize costs, and be in accordance with DOE directives.

**MINUTES:** Meeting minutes, developed and distributed by the Chair or designee, will be a major vehicle used to communicate SSAPP activities. SSAPP members and meeting participants are responsible for communicating detailed activities and discussions conducted during the meetings to the appropriate people within their organizations and facilities as necessary.