

SAFEGUARDS AND SECURITY AWARENESS QUALITY PANEL
Charleston, South Carolina
April 20, 2006

Introduction

The Safeguards and Security Awareness Quality Panel (SSAQP) met on April 20, 2006, at the Sheraton North Charleston Hotel in Charleston, South Carolina. Loren Evenson, SP-61, Chair, called the meeting to order. The SSAQP meeting followed a two-day workshop of the Security Awareness Special Interest Group (SASIG). SASIG Steering Committee members who are DOE/NNSA or DOE/NNSA contractors are voting members of the SSAQP.

Executive Summary

Review of SSAQP Charter

Panel members reviewed the current Charter and after discussion, proposed minor changes.

Issues Relevant to the S&S Awareness Program

Issue 1: Requirements in Streamlined Directives

Loren Evenson asked for comments on requirements in DOE O 470.4 and DOE M 470.4-1, Section K, Safeguards and Security Awareness Program. The Panel had no immediate suggestions for additions or changes; however, Loren said he would continue to seek input from the field and has asked members to e-mail him with any issues.

Issue 2: Out-processing of Cleared Personnel

The Inspector General and Security Evaluations continue to find serious discrepancies in the out-processing of cleared personnel. The Panel focused on what changes, if any, were needed in security requirements. Terminations of personnel with access authorizations involve three interests that must work together: S&S Awareness Program for Termination Briefings, Physical Security (Access Control) for badge retrieval, and Personnel Security for access authorizations. The Panel discussed ways in which sites are handling this out-processing and concluded that local coordination and collaboration were needed, not changes in requirements. Contract clauses that fine contractors for failures have worked at some sites.

Issue 3: Refresher Briefings for Off-Site Personnel

The panel reviewed and discussed a draft refresher briefing developed by the SASIG Special Task Group. Several changes to the draft were suggested and those changes will be incorporated into the final briefing. 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.

Taskings for the SASIG

Task 1:

Develop a DOE Guide for Safeguards and Security Awareness to provide implementation guidance for the requirements of DOE O 470.4 and DOE M 470.4-1. The Guide would recast some requirements deleted by streamlining. A particular focus of the Guide would be to address out-processing of cleared personnel to ensure accountability for terminations.

Task 2:

Set up electronic messaging on the SASIG Website so that members may submit questions/requests for information and communicate directly. The site currently has a section which can be used for this purpose. Members would enter site with a password.

Task 3:

Continue posting S&S Awareness products on the Website. Products, such as briefings and posters, would be reviewed before being posted under S&S Awareness Program Resources.

Location for 2007 SSAQP

Four sites were nominated: Albuquerque, NM; Baltimore (Linthicum), MD; Idaho Falls, ID; and Oak Ridge, TN. The panel deferred the vote to the SASIG Steering Committee (SC) to be taken at the SC meeting directly following the SSAQP. To save on costs, the SSAQP and 2007 SASIG Workshop and Meeting will be scheduled the same week.

Membership Changes

One member completed a three-year term on the SSAQP. At the SASIG SC meeting following the SSAQP, five current members were re-elected to three-year terms, and one new member was nominated and elected to a three-year term.

List of Attendees

SSAQP Voting Members

Rob Ambrose, NTC	505-845-5170	rambrose@ntc.doe.gov
Valerie Anderson, ORISE	865-576-1020	andersov@orau.gov
Gloria de Boer, BNL	631-344-7956	gdeboer@bnl.gov
Loren Evenson, SP-61	301-903-4803	loren.evenson@hq.doe.gov
Kristine Inskip, INL	208-526-0715	kristine.inskeep@inl.gov
Joyce Jenks, DOE Idaho	208-526-9521	jenksjm@id.doe.gov
Sylvia Lovelett, Pantex	806-477-7205	slovelet@pantex.com
Virginia Reams, NNSA LSO	925-422-2271	vreams@doeal.gov

At-large Participants

Tina Ard, NNSA Y-12	865-576-0914	ardtm@yso.doe.gov
Nancy Cross, Y-12	865-576-6926	crossn@y12.doe.gov

Jerry Eisele, ORISE	865-576-2208	eiseleg@orau.gov
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Renee Perry, LSO	925-423-4717	renee.perry@oak.doe.gov
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Kathy Walker, BNL	631-344-7105	kwalker@bnl.gov

Meeting Agenda

Review of SSAQP Charter
 Issues Relevant to the Safeguards and Security Awareness Program
 Taskings for the SASIG
 Location for 2007 SSAQP (and SASIG Workshop and Meeting)
 Adjournment

Discussion

Loren Evenson, SP-61, Chair, called the business meeting to order. In opening remarks, Loren said that Safeguards and Security (S&S) supports several Quality Panels; however, the only S&S discipline that has both a Quality Panel and a Special Interest Group is the Security Awareness Program. The difference between them is that a special interest group promotes sharing of resources among members and provides opportunities, such as a workshop, to hear about new policy and program initiatives. A Quality Panel serves as a forum for input from the field on DOE policy development and provides a means by which representatives from the field and other programs can discuss and make recommendations on new policy.

Review of SSAQP Charter

Copies of the SSAQP Charter were distributed for review. Members proposed the following changes:

OBJECTIVES:

First paragraph, 1st sentence: Change "Director, Office of Safeguards and Security Policy and Classification Management" to "Director, Office of Security Policy."

LINES OF COMMUNICATION:

First sentence: Change "Office of Safeguards and Security Policy and Classification Management" to "Office of Security Policy."

CHAIRMANSHIP/MEMBERSHIP:

Second paragraph, 4th sentence: Add “Office of Policy” after “Safeguards and Security Awareness Program Manager”; change the NTC/CTA “instructor” to NTC/CTA “representative”; change “Safeguards and Security Awareness Coordinators Training” to “Safeguards and Security Awareness Program Manager Training.”

Second paragraph, 5th sentence: Change to read, “Representatives from the Classified Matter Protection and Control Program, Office of Policy; the Office of Security Evaluations; and the Directorate of Counterintelligence may be designated to serve on the SSAQP.”

VOTING PRIVILEGES:

Third sentence: Add “Office of Policy” after “Safeguards and Security Awareness Program Manager.”

MINUTES:

Change signature line to read: Barbara Stone, Director, Office of Security Policy, Office of Security and Safety Performance Assurance.

The SSAQP voted to adopt the charter with the changes.

Discussion of Issues Relevant to the Safeguards and Security Awareness Program

Issue 1: Requirements in Streamlined Directives

Loren Evenson asked for comments on the requirements in DOE O 470.4 and DOE M 470.4-1, Section K, Safeguards and Security Awareness Program, and encouraged Panel members to identify any issues for possible resolution or recommendation for action. Loren noted that several requirements in previous directives had been deleted but some of these might be recast in the future. Loren suggested tasking the SASIG to review requirements for any additions, etc. Loren said he would like input from the field and has asked members to e-mail him with any issues.

Issue 2: Out-processing of Cleared Personnel

Government audits have shown that terminations of personnel with access authorizations are not being conducted with enough compliance with requirements. Specifically, there are too many instances in which badges are not being retrieved, termination briefings are not being given, and/or access authorizations are not being terminated. It is essential that three interests work together: S&S Awareness Program for Termination Briefings, Physical Security (Access Control) for badge retrieval, and Personnel Security for access authorization termination. Panel members discussed how terminations are being handled at their sites with varying success depending on procedures in place, but concluded that local coordination and collaboration were needed, not changes in requirements. The suggestion was made that clauses be written into contracts that impose monetary penalties for failure to comply with out-processing requirements.

Issue 3: Refresher Briefings for Off-Site Personnel

The Panel reviewed and discussed a draft refresher briefing developed by the SASIG Special Task Group. Topics for the briefing are specified by the directives, but the main emphasis must be on the Comprehensive Briefing topics. The group suggested several changes and these will be incorporated into the final draft which will be given to members of the SASIG Steering Committee for their review and comment. Loren Evenson and Tina Vaughn volunteered to do additional research to clarify some of the requirements. This briefing, which will be posted on the SASIG Website, was developed for off-site personnel with access authorizations who rarely, if at all, go to a site.

Taskings for the SASIG

Task 1:

Develop a DOE Guide for Safeguards and Security Awareness. The document would be published as an official Guide for implementing the requirements of DOE O 470.4 and DOE M 470.4-1. The Guide would address termination requirements for personnel with access authorizations and out-processing. Also, some requirements for the S&S Awareness Program that were deleted in the streamlining effort might be recast as guidance. Current SASIG publications would be reviewed and portions extracted/rewritten for the new Guide. Additionally, a review of other-agency publications would be undertaken to ensure comprehensiveness. An SASIG Special Task Group will assist the DOE S&S Awareness Program Manager in developing the Guide.

Task 2:

Set up electronic messaging on the SASIG Website so that members can submit questions/requests for information and communicate with each other directly. This can be done on the restricted section of the site using a password. ORISE will pursue setting up the messaging system to allow direct communication by members.

Task 3:

Post S&S Awareness resources on Website. The SASIG continues to encourage S&S Awareness Program Managers to submit products, such as briefings and posters, to serve as resources for the S&S Awareness Program. Products will be reviewed and approved by HQ before posting. Menus and submenus have already been set up to handle a variety of resources.

Location for 2007 SSAQP

Members discussed a location for the 2007 SSAQP meeting (and SASIG Workshop and Meeting) with goal of cost efficiency. The group was asked to consider having the workshop at a Government facility, if available. An identified (pending) sponsor was also important as we would be asking a corporate sponsor(s)(facility/site contractor) to host a pre-workshop icebreaker and provide refreshments during the workshop. More than one contractor could share these costs.

Four sites were nominated: Albuquerque, NM; Baltimore (Linthicum), MD; Idaho Falls, ID; and Oak Ridge, TN. Following a discussion of each, including per diem costs and potential for sponsors, the SSAQP members voted to have the next SSAQP in Oak Ridge, with Baltimore as the fall-back choice. The meeting will be held in conjunction with the 2007 SASIG Workshop and Steering Committee Meeting. ORISE will pursue a facility and try to schedule the workshop and meetings for the month of April.

Membership Changes

Nomination and election of SASIG SC (and SSAQP) members took place during the SASIG SC meeting following the SSAQP.

One member completed a three-year term:

- Kelvin May, Kansas City Plant

Five members were re-elected for three-year terms:

- Kaye Hall, Kirtland Operations
- Laurel Hautala, NNSA Kansas City Site Office
- Christina Holbrook, The Boeing Company
- Sylvia Lovelett, Pantex
- Virginia Reams, NNSA Livermore Site Office

One new member was nominated and elected for a three-year term:

- Kathy Walker, Brookhaven National Laboratory

Adjournment

Minutes Approval

These minutes of the SSAQP have been reviewed and are approved for uploading onto the National Training Center/Central Training Academy Website.

Chair

Quality Panel Name

Date