

SASIG Steering Committee Meeting
Charleston, South Carolina
April 20, 2006

Steering Committee Members

Sylvia Lovelett, Chair, Pantex
Rob Ambrose, NTC
Valerie Anderson, ORISE
Gloria de Boer, BNL
Loren Evenson, SP-61
Christina Holbrook, The Boeing Company
Kristine Inskeep, INL
Joyce Jenks, DOE Idaho
Virginia Reams, NNSA LSO
Kathy Walker, BNL

At-large Participants

Nancy Cross, Y-12
Phyllis Ferguson, ORO
Charles Montoya, SNL/NM
Rhonda Morgan, ORISE

Highlights

The SASIG Steering Committee met on Thursday, April 20, 2006, following the Safeguards and Security Awareness Quality Panel (SSAQP) meeting. Steering Committee Chair, Sylvia Lovelett, presided.

Review of the SASIG Charter

As required annually, the Steering Committee reviewed the SASIG Charter. One proposed change to note: The committee discussed changing the S&S Awareness “Coordinator” to the S&S Awareness “Program Manager” in order to correlate with standard DOE nomenclature for such positions. The following charter revisions were proposed:

First paragraph, 1st sentence: add “Office of Security and Safety Performance Assurance, Office of Security Policy, Office of Policy, SP-61” after “Department of Energy (DOE).”

STRUCTURE:

First sentence: change “DOE Advisor from SO-10.1” to “DOE Advisor from SP-61”; change “the Safeguards and Security Awareness Coordinators Training instructor...” to “the representative for Safeguards and Security Awareness Program Manager Training...”

DELIVERABLES:

Second paragraph, 1st sentence: change "...first Safeguards and Security Awareness Coordinators training course" to "...first training course for Safeguards and Security Awareness personnel."

MEMBERSHIP:

First paragraph, 3rd sentence: replace "an" annual workshop... with "the" annual workshop...; last sentence: change to read, Membership can include representatives from the Classified Matter Protection and Control Program, Office of Policy; the Office of Security Evaluations; and the Directorate of Counterintelligence.

Nominations and Election to 2006 Steering Committee

Five current members of the Steering Committee whose three-year terms are expiring and one prospective member submitted nomination forms, which were circulated among members before the meeting. No nominations were received at the meeting. After discussion of the nominations, eligible committee member votes along with five ballots from eligible absentee members were counted with the following results:

The following were re-elected for a three-year term:

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

Kathy Walker, Brookhaven National Laboratory, was elected for a three-year term.

Kelvin May, Kansas City Plant, completed his second term on the committee and did not submit a nomination for a third term. We thank Kelvin for his service and will send him a recognition certificate.

2006 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. The Steering Committee uses these evaluations in planning next year's workshop.

Proposed Topics for 2007

The following were proposed for the 2007 SASIG Workshop (list not all-inclusive):

- HSPD-12
- Unclassified cyber security
- Counterintelligence/counter terrorism

- Unclassified Foreign Visits and Assignments
- Security inspections and evaluations (SP-41)
- OPSEC
- Classified information (e.g., Classified Matter Protection and Control)
- Open Forum – hold two sessions (one each day)
- Tools of the TRADE - awareness materials/presentations, e.g., “how to” videos
- Violence in the workplace, including areas of security concern
- Information Security Oversight Office (ISOO)
- “Hot topics,” as identified

Taskings for the SASIG

Task 1:

Develop a DOE Guide to provide guidance through the DOE Directives System for implementing the requirements of DOE O 470.4 and DOE M 470.4-1, Section K, *Safeguards and Security Awareness Program*. A focus of the Guide would be the termination requirements for personnel with access authorizations. Also, in developing this document, some of the requirements that were deleted in the streamlining effort might be recast as guidance. Current SASIG publications would be reviewed and portions extracted/rewritten to include as guidance. Additionally, a review of other-agency publications would be undertaken to ensure comprehensiveness of requirements.

Task 2:

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

Task 3:

Post additional 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 post as resources for the S&S Awareness Program. Products are reviewed and approved by HQ before posting. Menus and submenus have already been set up to handle a variety of resources.

Note: In future conference calls, we will talk about our Website function and what we should be providing to our membership.

Location for 2007 Workshop and Meetings

The SSAQP deferred voting on a location for the 2007 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. Four locations 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 corporate sponsors for workshop refreshments and an ice-breaker, the committee voted to hold next year’s workshop in Oak Ridge with Baltimore as the fall-back choice. It was

noted that an SASIG workshop has never been held in Oak Ridge. ORISE will pursue a facility and plan to schedule this event for the month of April.

Next Conference Call

The SASIG Steering Committee will hold its monthly conference call on Thursday, May 18, at 1:00 p.m. EDT. The call number is 301-903-6259.