

**SASIG Steering Committee
Conference Call
May 19, 2005**

Participants:

Loren Evenson, SO-10.1	Tina Hartley, SRS
Kris Inskip, INL	Sybil Cook, SRS
Joyce Jenks, DOE ID	Charles Montoya, SNL/NM
Kent Oelrich, LLNL	Fran Armijo, SNL/NM
Gloria de Boer, BNL	Kathy Walker, BNL
William Husser, NNSA/AL	Jeff Dugar, SPRO
Valerie Anderson, ORISE	Jessica Vasquez, WIPP

Highlights:

We welcomed new Steering Committee members, Joyce Jenks of DOE Idaho and Gloria de Boer of Brookhaven National Laboratory. They were elected to the SASIG Steering Committee for a three-year term at the April meeting in Seattle.

SASIG Special Projects

At last month's Steering Committee meeting, the SASIG was tasked by the Safeguards and Security Awareness Quality Panel (SSAQP) to develop the following products:

- 1) A generic Refresher Briefing for off-site personnel who may only visit a site infrequently or not at all.
- 2) A generic Comprehensive Briefing to be posted on the SASIG Website.
- 3) A requirements matrix giving DOE/NNSA Safeguards and Security Program requirements for annual training or briefings.
- 4) A DOE Guide for Safeguards and Security Awareness, as a corollary to DOE O 470S and DOE M 470S-1, Section K.

The call group discussed the first three projects to be worked on by our task groups.

Generic Refresher Briefing

Task group members are Virginia Reams, Sylvia Lovelett, Kent Oelrich, Cindy Farinholt, and Mary Fallow. Others may be assisting, as identified. A conference call has been scheduled to plan and discuss the project. The group will be asking sites to submit examples of an annual refresher that may be suitable for developing a generic briefing given to off-site personnel.

Generic Comprehensive Briefing

A generic Comprehensive Briefing would contain all S&S Awareness Program requirements and allow for addition of site-specific information. The task group developing the refresher will also develop this briefing.

S&S Briefing/Training Requirements Matrix

Current DOE/NNSA security directives will be reviewed to compile a comprehensive list of requirements for training or briefings. Loren Evenson and Laurel Hautala will be working on this matrix.

Callers suggested that the matrix include the following program requirements: S&S Awareness, CMPC, Classification, and FV&A; specifically, requirements for hosting and escorting foreign nationals. Other security program requirements would be identified during development.

In a discussion of FV&A hosting and escorting, it was brought up that site procedures can vary on how hosting and escorting are handled; for example, a site may schedule an informational session for hosts/escorts covering all requirements. Other briefings are targeted to a specific visit and/or building access. Sites may provide pamphlets giving requirements. The new DOE Order has guidance for hosting and escorting.

S&S Awareness Briefing Topics

One caller inquired about sites requiring S&S Awareness Coordinators to brief on site access controls. The caller asked: 1) Does your site have automated systems (for access)? 2) What are your site requirements for briefing on by-pass access for vehicles?

The group responded that the S&S Awareness Program's Initial Briefing covers generic information on site access control; i.e., information that all individuals need to know to access the site. The content should be coordinated with Physical Security for accuracy and scope. If certain site access controls apply only to a limited audience, Physical Security should be taxed with briefing those individuals at the appropriate time in the access control process.

Applicability of TAP Requirements

The S&S Awareness Program is sometimes perceived as subject to Training Accreditation Program (TAP) requirements. SO-10.3, which manages the TAP, has indicated that the TAP is not applicable, but that position has not reached TAP implementation personnel at all sites. Loren will look into whether the TAP requirements relevance to the S&S Awareness Program can be better documented and disseminated.

Contacting Facility Security Officers

Facility Security Officers (FSO) are responsible for administering S&S requirements within the facility, so it is important that S&S Awareness Coordinators be in touch with them about Awareness Program requirements. Charles Montoya advised that Sandia has prepared a package for their FSOs so that they know their roles and responsibilities. But

with 250 subcontractors, Sandia has problems ensuring that briefings are adequate. Sandia is planning to provide not only a generic Refresher Briefing for the FSOs to use, but also a workshop for them in August.

We would like Coordinators to pass the word about our SASIG and provide the Website address where FSOs may register for membership. To register, go to www.ornl.gov/sasig, click on What We Offer, and pull up the membership form. When submitted electronically, the information goes into our SASIG database and names are put on Listserv.

SASIG Website

The SASIG Website features a resources section for security awareness materials that we are now beginning to develop. Go to <http://www.ornl.gov/sasig> and click on S&S Awareness Program Resources. We would like all of you to begin thinking about material to share. Ask, "What do we have that would be of value to others?"

ORISE will set up menus for categories of materials; e.g., briefings, informational handouts/material on S&S Awareness, posters, banners, and newsletters. We will also be able to post short videos on our site, if submitted in digitized format using Windows Media.

You may begin sending your awareness material to Valerie (and later to Amparo Henderson, our Website administrator). Valerie will have Loren review these before posting. We will be posting these gradually, with a goal of having a well-developed resources page by the end of the FY.

NTC/CTA Course

The NTC/CTA has scheduled the S&S Awareness Coordinators Training course for the week of June 13, 2005. Rob Ambrose is the instructor. The Steering Committee will be having its monthly conference call that week, and we look forward to including the members of the class on this call.

Next Conference Call

The SASIG Steering Committee call will be Thursday, June 16, at 1:00 p.m. EDT. The call number is 301-903-6063.