

**SASIG Steering Committee  
Conference Call  
October 21, 2004**

**Participants:**

|                               |                         |
|-------------------------------|-------------------------|
| Loren Evenson, SO-10.1        | Kris Inskeep, INEEL     |
| Sharon Shafer, OA-10          | Tina Hartley, SRS       |
| Joyce Jenks, ID               | Cindy Farinholt, NV     |
| William Husser, NNSA Serv Ctr | Deborah Manning, NV     |
| Ron Staubly, Legacy Mgt Ctr   | Jeff Dugar, SPRO        |
| Charles Montoya, SNL/NM       | Hector Saldana, WIPP    |
| Margret Tibbetts, SNL/NM      | Jessica Vasquez, WIPP   |
| Fran Armijo, SNL/NM           | Valerie Anderson, ORISE |

**Highlights:**

***Steering Committee Meeting***

On the last call, we discussed having Steering Committee members meet for a planning session before the workshop. Laurel Hautala volunteered the Kansas City Site Office as a meeting location. Valerie contacted members to see whether they might be able to participate and got a positive response from several members. We did not ask for a firm commitment at that time. Christina Holbrook of the Boeing Company, Seattle, host for the 2005 SASIG Workshop, indicated the second or third week in January would work well for her, and Laurel concurred. We will go forward with planning a two-day meeting in January and find a date to meet.

We encourage Steering Committee members who would not be able to travel to Kansas City to participate by conference call, as their time permits. Part of the meeting time will be used by the Safeguards and Security Awareness Quality Panel (SSAQP), which will convene to address current issues.

***2005 SASIG Workshop and Meetings***

Planning continues for next year's SASIG Workshop, SSAQP meeting, and Steering Committee meeting to be held April 19-21, 2005, in Seattle. Christina Holbrook will make arrangements at Boeing, including reserving a meeting room, and she will contact a keynote speaker from the area.

Chet Braswell talked with Mark Hanneman of DOE's Northwest Regional Counterintelligence Office about a CI presentation to focus on terrorism and counterterrorism. Other presentations we are planning to schedule include: ISSM implementation at LLNL, Unclassified Foreign Visits and Assignments (speaker from DOE Headquarters), and Tools of the TRADE by the Sandia Site. We would like additional volunteers to share their sites' S&S Awareness Programs for Tools of the TRADE. We especially encourage new members of our SASIG to make a presentation. Presentations can include sample briefings (stand-up, PowerPoint, video, etc.) a

discussion of promotional activities for S&S Awareness, and new and innovative approaches to S&S Awareness that would be of interest to our group.

The 2005 Workshop marks the 20<sup>th</sup> Anniversary of the SASIG, which was organized as a training special interest group (SIG) in 1985 under the Training Resources and Data Exchange (TRADE) organization. Later SIG activities focused on security awareness. We will plan some special activities and displays to commemorate the 20 years. This is longevity we can be proud of! We have several members active in our SASIG who have been with us from the early years, and we have continued to interest new members, who turn to our group as a resource for S&S Awareness. If any of you have old photographs, past meeting agendas, even items you may still have from TRADEing POST, please contact Valerie Anderson.

### ***OA's Inspector Guide***

Loren Evenson advised that the July 2004 OA's Inspector Guide for "Personnel Security," which includes a section on "Safeguards and Security Awareness Program," was just distributed in hard copy. It will be posted on the OA Website, and SASIG members will be notified. If anyone is expecting an OA action in the near future, Loren will fax a copy of relevant pages. Contact Loren at 301-903-4803 or [loren.evanson@hq.doe.gov](mailto:loren.evanson@hq.doe.gov). Most of the changes that the SASIG Special Task Group recommended have been incorporated into the revised Guide.

### ***Implementation Questions***

Questions raised during the meeting included:

*Refresher Briefing Scheduling* - DOE M 470.1-1 requires Refresher Briefings to be "conducted each calendar year at approximately 12 month intervals." The question concerns when to measure the beginning of the "year" for an individual: from the date of hire, the date the badge was issued, or the date the access authorization was granted. Since the requirement pertains to cleared personnel, the date the access authorization was granted is the relevant date.

*Refresher Briefings of Casual Employees (Consultants)* - Cleared personnel who work only on an intermittent basis pose a problem for completion of their Refresher Briefings. If they are not present at the site on or near the date when their Refresher Briefing is due, sites that let the completion of the briefing slip until the personnel next show up for work have been cited. One recommended solution was to mail hard-copy briefings with questions that must be answered and mailed back to prove the briefing was completed.

*Integration of Badging Office in Awareness Process* - One site reported that its extensive use of the site's Badging Office in meeting Awareness requirements had never been the subject of findings until recently when four practices were questioned: 1) Badging Office was accepting and witnessing SF 312s, but were found to have no authority; 2) Badging Office was retaining SF 312s, but the system did not meet the requirement for expeditious retrieval; 3) Termination Briefing was found deficient even though the Badging Office was showing the video produced by Rocky Flats, and 4) Badging Office's

records of briefings were not acceptable in providing an audit trail. Sites which have had success in integrating the Badging Office into the Awareness process are encouraged to provide examples of their procedures. The question of where to file the SF 312 was discussed on our July SASIG call. At that time, Loren Evenson provided the following guidance:

“The SF-312 is normally stored in the individual’s personnel file. However, a separate file other than the Personnel Security File can be used for storage. The form must be stored in a separate file if the individual’s position is considered part of the intelligence community. If in the personnel file, it is kept for the life of the file; if outside the personnel file, it is kept 70 years.”

The “Personnel Security File” refers to the official DOE file; a similarly titled file maintained by contractors on their employees may be acceptable.

### ***Draft S&S Streamlined Directives***

Loren Evenson reported that the comments on the draft Safeguards and Security (S&S) streamlined directives are being reviewed at Headquarters. Loren will keep us informed on review and concurrence as it progresses.

### ***NISPOM Revisions***

Revisions have been proposed to portions of the National Industrial Security Program Operating Manual (NISPOM), which are now out for review. Loren reported that no change is proposed for the Security Education and Briefing chapter, so any revision to the Manual may not affect the S&S Awareness Program.

### ***Expanded SASIG Website***

ORISE is in the process of expanding and redesigning the SASIG Website. The material on the current site was rewritten and reorganized to fit the new site. We also wrote additional material. Completion of the site is pending scheduling of final programming.

A significant feature of the new site is a section for S&S Awareness Program resources to include posters, sample newsletters, sample briefings, etc. The resources would be downloadable. We can also post videos produced by sites, if submitted in digitized format (Windows Media). Other sections of the site are: membership; overview of the SASIG (what we are, mission and history); Steering Committee activities, to include conference call minutes; and an “Ask the SASIG” section for posting questions and answers to current issues. This section would be pass-word protected. We also have a section for the Safeguards and Security Awareness Quality Panel. We’ll let you know when the site is up and running.

### ***Next Conference Call***

The November Steering Committee call will be on Thursday, November 18, at 1:00 p.m. ET. The call number is 301-903-6471.