

October 28 Amendment to SASIG Committee Conference Call, October 21, 2004

The minutes for the October 21st conference call discussion of "Integration of Badging Office in Awareness Process" are amended as follows:

1. *SF 312* - The criteria for witnessing and accepting the SF 312, Classified Information Nondisclosure Agreement, are as follows:

- Any Federal employee may witness any other Federal or contractor employee's signature.

- An authorized Federal employee may accept on behalf of the U.S. Government a witnessed SF 312 that has been signed by a Federal or contractor employee. That employee may sign both the witness and acceptance blocks. "Authority" is established by job description, task assignment by a security plan or other official document, or other official delegation of authority to the person or position.

- A designated contractor employee may sign the witness and/or the acceptance blocks for a contractor's SF-312. The designation in writing should be to the effect that the named individual or position is a designated agent of the U.S. Government for purposes of witnessing and accepting contractor SF 312s on behalf of the Government.

2. *Termination Briefing* - The minutes misreported the finding concerning the Termination Briefing. The Badging Office was giving a briefing based just on the Security Termination Statement, which does not meet the criteria for the Termination Briefing contents in DOE M 470.1-1, 2.d.(1). The briefing may be presented by any means or combination of means, but just reading or briefing the Security Termination Statement does not satisfy the requirements. The Badging Office has been directed to use the Termination Briefing video produced by Rocky Flats.