

**SASIG Steering Committee
Conference Call
February 17, 2005**

Participants:

Loren Evenson, SO-10.1	Virginia Reams, LSO
Sylvia Lovelett, Pantex	Laurel Hautala, KCSO
Kris Inskeep, INEEL	Chet Braswell, Hanford
Joyce Jenks, ID	Bonnie Harris, RL
Jeff Dugar, SPRO	Sylvia Rada, Argonne/CH
Rhonda Morgan, ORISE	Valerie Anderson, ORISE

Highlights:

2005 SASIG Workshop and Meetings

Sylvia Lovelett, Chair, welcomed everyone to the call; and in particular, two new callers, Sylvia Rada and Rhonda Morgan. We're glad they could join us and we encourage them to become active in the SASIG.

The time for our 2005 SASIG Workshop is drawing closer. The workshop will be held April 19-20 in Seattle. The SSAQP and Steering Committee will meet on April 21. Christina Holbrook, our Steering Committee member from Boeing, is working to finalize arrangements to hold sessions at a Boeing facility.

Brochures on our workshop and meetings were mailed out the week of February 14. The same information was posted on the SASIG Web site (<http://www.ornl.gov/sasig>) under "Annual Workshop," then "Upcoming Workshop and Meetings." Registration is now open and we encourage you to register as soon as you know you will be attending.

The Registration Form also has a section to fill out for TRADEing Post. We encourage you to bring handouts/materials with information on your site's S&S Awareness Program. These materials could include sample briefings, newsletters, special events to promote security awareness - anything that would be helpful to others. We will have several new people attending this year. TRADEing Post will be located in our Boeing facility meeting room. We will plan to set up exhibits the afternoon of April 18. The Web site has information on shipping of materials under "Annual Workshop," "Upcoming Workshop and Meetings," and then "TRADEing Post."

Hotel Room Block

ORISE has signed a contract with the Larkspur Landing, Renton, WA, for a block of rooms for attendees, April 18 – 22 (check-out). The hotel will hold the room block through April 1. The hotel is offering rooms at a group rate of \$96 plus tax for a studio suite (that includes full kitchen) or \$110 (government rate) for an upgraded 1-bedroom suite (separate bedroom). The number of 1-bedroom suites is limited and reservations for these rooms will be taken on a first-come, first-served basis. The room block will be held

through April 1. The Larkspur Landing is a new facility and is located close to the Boeing facility. For registration information, see “Annual Workshop,” “Upcoming Workshop and Meetings.”

SASIG’s 20th Anniversary

In 2005 we are celebrating the 20th Anniversary of the SASIG, which was organized as a security education special interest group in 1985 under the Training Resources and Data Exchange (TRADE) organization. Later, activities focused on security awareness. We encourage long-term members of the SIG to share memories of past workshops and have put a time for remembrances on the agenda, coordinated by Virginia Reams. Virginia would like speakers to consider the following: people who made an impact; the places you have visited; workshops of special interest; and memorable TRADE conferences (TRADE used to hold an annual conference that included all the SIGs). Also, speakers are encouraged to share any funny stories. Persons choosing to share a memory will have about 5 minutes to speak. If we find we need more time, we will work in these short remembrances throughout the day (April 20).

For an anniversary display, we are asking for old photographs, TRADEing Post items, brochures, etc., from past workshops. You may bring photos with you to the workshop or send to ORISE for scanning. We will return all photographs. You may also send a jpeg file of photos for ORISE to use in creating an anniversary video (with sound) to run during our breaks. If you have questions, contact Valerie. Please send photos for the video as soon as possible. We will need to begin working on this project early next month.

“Ice-breaker” and Group Activity

We will have a pre-workshop “ice-breaker” the evening of April 18 at the hotel, sponsored by BWXT Pantex. We thank Sylvia for talking to her management about sponsoring this event. In addition to the ice-breaker, Chet Braswell suggested planning a group activity to follow the first day of our workshop. He will look into potential activities for our group.

Comprehensive Briefing for Off-site Personnel

Virginia Reams asked whether anyone has a Comprehensive Briefing that can be given to off-site personnel such as a Board of Regents or Executive Officers. Virginia has responsibility for briefing State of California executive personnel who hold access authorizations. If anyone has a generic briefing that could be adapted, please contact Virginia at vreams@doeal.gov.

At the April workshop, Kaye Hall will report on the 2004 Workshop group activity to develop a briefing for often hard-to-reach off-site personnel. Kaye will make recommendations for further development of a refresher briefing.

Draft Safeguards and Security Streamlined Directives

Loren Evenson reported on the progress of the draft S&S streamlined directives. He said that the first set of responses to comments on one of the directives has gone to the

Directives Points-of-Contact. The other responses should follow shortly. Loren will keep us informed about any planned date of issuance.

At our meeting in January, the SSAQP discussed comments compiled from RevCom relating to DOE M 470.S-1, Section K (S&S Awareness Program). The Panel made recommendations for this directive, including restoring the Qualifications portion of requirements for a manager of the local S&S Awareness Program. SSAQP members felt anyone assuming this responsibility should have some experience in security.

Nominations for the Steering Committee

We are asking SASIG members to consider submitting a nomination for the Steering Committee. Anyone who has attended our workshops, participated in Steering Committee conference calls, given workshop presentations, or served on a special task group is a candidate for membership. Information about membership and the nomination form is available on the SASIG Website under Steering Committee. Go to: <http://www.ornl.gov/sasig>. We ask nominees to have their manager sign a Statement of Support, as it's important to have the backing of site management in order to attend our workshops. Voting for new members will take place at the SASIG Steering Committee meeting on April 21.

Next Conference Call

The SASIG Steering Committee call for March will be on Thursday, March 17, at 1:00 p.m. ET. Plan to join us. The call number is 202-287-1335.