

**SASIG Steering Committee  
Conference Call  
September 16, 2004**

**Participants:**

Loren Evenson, SO-10.1	Sylvia Lovelett, Chair, Pantex
Sharon Shafer, OA-10	Laurel Hautala, KCSO
Joyce Jenks, ID	Tina Hartley, SRS
Bo Bohman, AL OST	Clarice Bruce, RFETS
Chet Braswell, Hanford	Janice Leyba, RFETS
Charles Montoya, SNL/NM	Hector Saldana, WIPP
Richard Smith, Pantex Site Office	Jessica Vasquez, WIPP
Valerie Anderson, ORISE	

**Highlights:**

***Steering Committee***

Clarice Bruce, a long-time member of the SASIG and current Steering Committee member, said that she will be leaving her position as Team Lead for Security Awareness at Rocky Flats at the end of September; and that Janice Lebya will be assuming those duties as the site continues toward close-down. Clarice hopes to find another position in security awareness. Sylvia Lovelett thanked Clarice for her many contributions to the SIG. Clarice will continue as a member of the Steering Committee through the end of her term in April 2005. We all wish Clarice the best in future endeavors.

Valerie Anderson thanked Steering Committee members for their memorial gifts to the Daniel C. Valdez, Jr. Medical Account. We miss Dan and we will remember Dan's contributions to our SASIG.

Sylvia suggested that members of the Steering Committee consider getting together for a two-day planning meeting before the workshop. In past years, the Committee has met between workshops to talk about what the SIG should accomplish and to work on special projects. If we find we can meet, Laurel Hautala. Valerie will contact the Steering Committee members to see whether they would have travel funds and time available for a mid-year meeting.

***2005 SASIG Workshop and Meetings***

Next year's SASIG Workshop, SASIG Steering Committee meeting, and Safeguards and Security Awareness Quality Panel (SSAQP) meeting will be held in Seattle, April 19-21, 2005, with the Boeing Company as host. Christina Holbrook is our Steering Committee's point-of-contact at Boeing. Christina will pursue finding a keynote speaker from the area.

Chet Braswell suggested a speaker for a CI presentation: Mark Hanneman of the Northwest regional DOE Counterintelligence Office. Chet said that Mr. Hanneman has

an excellent talk called “Terrorism 101” that could be tailored for our group. Mr. Hanneman’s knowledge and experience with terrorism and counterterrorism would, according to Chet, provide a different perspective on CI from what we have heard in past workshops. Chet will plan to follow up with Mr. Hanneman’s office.

Other agenda items we are planning include a status report by LLNL on the Laboratory’s implementation of ISSM and an update on Unclassified Foreign Visits and Assignments by a speaker from DOE Headquarters. The new directive, DOE O 142.3, Unclassified Foreign Visits and Assignments, was issued 6/18/04.

We continue to seek input on speakers and other agenda planning. Sylvia Lovelett has asked members to consider Tools of the TRADE presentations. These presentations are an opportunity to share S&S Awareness Program activities. Adele Montoya and Charles Montoya of the Sandia Site have volunteered a presentation for Tools. Sandia has new videos to show.

### Videos

We would, in fact, ask for other videos that members have developed and would like to share. You may bring more than one video. We are looking at setting aside a block of time for showing videos and giving presenters opportunity to talk about each one.

Chet Braswell reported that his site has the script ready for a new video; however, production is currently on hold. The video that Hanford provided for the 2004 workshop, *Security Ed and the Plight of the Missing Badge*, is being used by several sites in their S&S Awareness programs.

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

Loren Evenson reported that many comments on the draft Safeguards and Security (S&S) streamlined directives have been received, and HQ is now in the process of reviewing all comments. The review and concurrence process will take time and Loren will keep us informed on its progress.

### ***Audit Activity Update***

In the minutes of the last call, reports of recent audits of the KCSO and INEEL were described as “I&E audits”; in fact, both audits were conducted by the Office of Classification and Information Control, SO-10.2, which is responsible for the Classification Program. That program’s directive, DOE M 475.1-1A, includes an annual “education” requirement to maintain classification awareness and inform cleared personnel of changes in the program. That requirement is distinct from the Safeguards and Security Program’s requirement for annual refresher training on Classified Matter Protection and Control (CMPC), which is part of the S&S Program.

In the case of the KCSO, the NNSA had, apparently, decided that the S&S Awareness Program at Kansas City should fulfill the Classification Program’s requirement, but an agreement to that effect was never conveyed to the S&S Awareness Coordinator. Consequently, the audit’s finding was that the NNSA Service Center should ensure that

Kansas City includes the information in its refresher briefings. At INEEL, the audit did not reference any agreement in its finding that the S&S refresher briefing should address the DOE M 475.1-1A annual “education” requirement.

In addressing this issue, Loren met with SO-10.2 audit personnel and made clear that the S&S Awareness Program has responsibility for briefing on CMPC, but in the absence of an agreement, it has no responsibility for meeting Classification Program requirements. It is the responsibility of each S&S Awareness Coordinator to fulfill not only the S&S Awareness Program requirements, but also any other requirements that may be imposed by agreement or other site-specific means.

***Expanded SASIG Website***

ORISE is in the process of expanding and redesigning the SASIG Website. A major new feature is a section for S&S Awareness Program resources. These resources can be downloaded and will include such materials as posters, sample newsletters, briefings, etc. We may also be able to post videos produced by sites, if submitted in digitized format (Windows Media). Other sections of the site are: membership; an 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. There will also be a separate section for the Safeguards and Security Awareness Quality Panel. On next month’s call, we will let you know how to submit material to be posted.

***Next Conference Call***

The October SASIG Steering Committee call will be on Thursday, October 21, at 1:00 p.m. EDT.