



Safeguards and Security Awareness Policy Panel Meeting Idaho Falls, Idaho April 28, 2008

Introduction

The Safeguards and Security Awareness Policy Panel (SSAPP) met on April 28, 2008, in Idaho Falls, Idaho. Mary Gallion, Chair, from HS-71, Program Planning and Management, Policy Lead, called the meeting to order. The SSAPP meeting preceded the two-day workshop of the Security Awareness Special Interest Group (SASIG). Eligible SASIG Steering Committee members make up the core membership of the SSAPP.

Meeting Agenda

Agenda items included review of existing charter with discussion of whether to continue to have a formal charter, and discussion of the following issues relevant to the Safeguards and Security Awareness Program:

- Establishment of the new policy panel program
- General overview of the rewrite of DOE M 470.4-1, *Program Planning and Management*.
- Draft Security Awareness chapter for the DOE M 470.4-1 rewrite
- New requirement for subject-matter related classification awareness briefings contained in DOE O 475.2, *Identifying Classified Information*
- NTC's course revision initiative

The following topics were also included in the agenda: Taskings for the SASIG and informal discussion about location for the 2009 policy panel meeting (vote taken at the SASIG Steering Committee meeting on May 1).

List of Attendees

SSAPP Members

Mary Gallion, HS-71
Valerie Anderson, ORISE
Nancy Cross, Y-12
Gloria de Boer, BNL
Kristine Inskip, INL
Joyce Jenks, DOE Idaho
Sylvia Lovelett, Pantex
Kent Oelrich, LLNL

At-large Participants

Fran Armijo, SNL-NM
Christina Holbrook, Boeing
Jeffrey Lascheid, INL
Barbara Williams, SNL-NM
Sandy Womble, ORISE

Discussion

Review of SSAPP Charter

Mary Gallion pointed out that policy panel charters should be less formal, and she questioned whether we should have one. Several members expressed an opinion that a charter would legitimize and give structure to the group. The current charter (for the S&S Awareness Quality Panel) was revised by the members to encompass new DOE guidance for policy panels set forth in a memo from Glenn Podonsky, Chief Health, Safety and Security Officer, HSS, dated December 3, 2007.

The following are goals of the HSS policy panels:

- The major emphasis of a policy panel is to provide input and address questions about a new and/or revised policy prior to publication in RevCom.
- The direction for DOE policies is to provide information about what is required not procedures for implementing those requirements.
- DOE anticipates that policy panels can comment and eliminate some RevCom changes resulting in a more efficient and cost-effective process.

Issues Relevant to the SSAPP

- DOE M 470.4-1, *Program Planning and Management*
The entire manual is being restructured to make it more logical, readable, and user-friendly. One goal of the re-write is to emphasize basic requirements for policy rather than specific procedures, and wherever possible to incorporate but avoid repeating existing national-level legal requirements and policies. Procedures implementing requirements will be developed by individual sites. The Manual is currently in draft and will be finalized and posted to RevCom once the current review of the Design Basis Threat is completed.
- DOE M 470.4-1, Part 2, Section K, Safeguards and Security Awareness Programs
The SSAPP Chair asked the panel to review the draft Section K and provide feedback. Members discussed a statement under 4. c., Refresher Briefing, that reads, “Failure to complete the annual refresher briefing by an individual who holds a security clearance will result in administrative termination of the security clearance in accordance with 10 CFR 710.6.” This is a proposed new requirement under this section of the Manual. The panel agreed that termination action was perhaps too heavy a penalty. Denying an individual on-site access until a briefing is completed could also be effective. Implementation action for failure to complete an annual refresher could be included in site-specific plans.

The panel also discussed the following statement under Section K, 4, a, Initial Briefing: “Personnel who receive a DOE security badge must receive an initial briefing before they are given unescorted access.” One participant asked that less specific requirements be considered. Mary Gallion encouraged the panel to send her their suggestions for wording. Further revision to DOE M 470.4-1, Part 2, Section

K, and in particular K, 4, a, will be discussed on a future SASIG Steering Committee call.

- DOE O 475.2, *Identifying Classified Information*, has a new requirement for specific subject-matter related classification awareness briefings. This is a separate requirement in addition to the annual refresher briefing. A sample NNSA Classification Awareness Briefing will be available at TRADEing Post during the SASIG Workshop.
- Mary Gallion reminded the group that our policy panel can be a prototype for other HSS policy panels. Security Awareness interests have been addressed by the S&S Awareness Quality Panel that has been in existence for some time. Other new and current HSS policy panels that are looking for volunteer members are: Information Security, Physical Security, MC&A, Program Planning and Management, Protective Force, and Safety and Security. We should pass the word at our sites/facilities that panel membership is being solicited by HQ. Mary will provide a list of panel Chairs, and contact information for interested potential members will be included in the next SASIG call minutes.
- Mary Gallion will look into whether members from other government agencies can serve on an HSS policy panel.

Tasking for the SASIG

The SASIG was asked to assist with the revision of NTC's Security Awareness Coordinator course. The revision is scheduled for 2009; however, the current course curriculum would need to be reviewed and evaluated before any revision could begin.

Location for 2009 SSAPP

The panel discussed locations for next year's SSAPP meeting with the following suggestions: Washington, DC, Las Vegas, NV, and Chicago, IL. To save on costs, the SSAPP meeting, the 2009 SASIG Workshop, and SASIG Steering Committee meeting will be scheduled the same week.

Adjournment

Minutes Approval

These minutes of the SSAPP have been reviewed and are approved by:
Mary Gallion, Program and Planning Management, Policy Lead, HS-71