



CHARTER

SECURITY AWARENESS SPECIAL INTEREST GROUP STEERING COMMITTEE

This charter establishes the responsibilities of the Security Awareness Special Interest Group (SASIG) Steering Committee. The Steering Committee serves as the Safeguards and Security Awareness policy panel for the Department of Energy (DOE), Office of Health, Safety and Security, Office of Security Policy, Office of Policy, HS-71. The SASIG was organized in 1985 and is coordinated by the Oak Ridge Institute for Science and Education (ORISE).

OBJECTIVES: The Steering Committee directs the SASIG, which provides a forum for Safeguards and Security Awareness personnel to review, discuss, develop, communicate and implement awareness policy and programs. The Steering Committee also supports activities to enhance security awareness programs throughout the DOE/NNSA organization.

DELIVERABLES: The Steering Committee produces materials to assist Safeguards and Security Awareness personnel and others who are responsible for awareness programs. Such materials may include reports, surveys, and evaluations of awareness and policy issues. SASIG product development is funded through HS-71 in collaboration with other sites. The Steering Committee facilitates the dissemination of policy information from DOE Headquarters to the field and promotes the sharing of information among DOE/NNSA employees and contractors and with other Federal agencies.

In addition, the Steering Committee is tasked by the Safeguards and Security Awareness Policy Panel (SSAPP) to assist, as needed, in updating course materials for the Security Awareness Coordinator Training Course and providing adjunct faculty to the National Training Center (NTC).

The Steering Committee directs SASIG activities and taskings based on input from the SSAPP and the SASIG general membership. The SSAPP Chair assigns special projects to the Steering Committee and coordinates the review and comment for policy recommendations. The SASIG Coordinator assists, as directed, with coordination of project work.

STRUCTURE: The Steering Committee is composed of a Chair and Vice-Chair, who are elected by majority vote of the Committee for simultaneous three-year terms, the DOE Advisor from HS-71, the SASIG Coordinator from ORISE, the NTC representative, and at-large members elected for a term of three years. The DOE Advisor, SASIG Coordinator, and NTC representative are permanent nonvoting members. At-large members are eligible for re-election.



MEMBERSHIP: Members are security professionals with an interest in security awareness from DOE/NNSA, their contractors, and other agencies. An effort is made to ensure geographic and mission diversity. Members are asked to demonstrate interest and commitment to the SASIG by participating in activities such as the monthly conference calls, the annual workshop, and special projects. Candidates for initial membership must complete an application form and provide a letter of support from their management. The letter of management support is no longer required for current members seeking re-election. Election of new members takes place at the SASIG Steering Committee meeting held in conjunction with the annual workshop. When sites have more than one representative on the committee, only one vote per site is permitted. When necessary, members may vote by proxy ballot.

MEETINGS: Steering Committee meetings are held monthly via conference call. Special meetings are called as needed. Technical arrangements for the calls are the responsibility of the SASIG Coordinator. In addition, the Steering Committee holds an annual meeting following the SASIG Workshop.