

**SASIG Steering Committee
Conference Call
March 16, 2006**

Participants:

Loren Evenson, SP-61	Chet Braswell, Hanford
Cindy Farinholt, NV	Rhonda Cook, SRS
Gloria de Boer, BNL	Tina Hartley, SRS
Joyce Jenks, DOE ID	Kathy Walker, BNL
Kris Inskeep, INL	Jessica Vasquez, WIPP
Christina Holbrook, Boeing Company	Nancy Cross, Y-12
Bo Bohman, NNSA AL	Bonnie Harris, RL
Kim Alston-Akers, ESE/EM-3.1	Joyce Buxbaum, RL
Melissa Bebej, DOE CH	Debbie Van Acker, BPA
Valerie Anderson, ORISE	

Highlights:

2006 SASIG Workshop and Meetings

The 2006 SASIG Workshop and Safeguards and Security Awareness Quality Panel (SSAQP) and SASIG Steering Committee meetings will take place April 18–20, in Charleston, SC, at the Sheraton North Charleston Hotel. The Savannah River Site is our host. The Sheraton has extended the deadline for reservations to Thursday, March 23. Call 888-747-1900 to get the government rate (\$89 plus \$11.13 tax/night) under the group name, “Security Awareness Workshop.” The ORISE deadline for registration is March 31. You may register online by going to <http://www.ornl.gov/sasig> and click on Annual Workshop. Scroll down to the registration form on the right.

SSAQP

Loren Evenson will chair the DOE SSAQP meeting on April 20. The Quality Panel offers opportunity for persons in the field to consider policy issues relevant to the S&S Awareness Program. If you have an issue or idea you would like the panel to discuss, please e-mail Loren at loren.evenson@hq.doe.gov. One issue the panel plans to address is how to ensure the out processing of cleared employees includes not only the Termination Briefing, but the termination of access authorization and the retrieval of the DOE badge. See discussion of terminations under S&S Awareness Issues below.

Icebreaker on April 17

An ice-breaker for workshop attendees and guests will be held at the hotel on Monday evening, April 17, from 7 – 8:30 p.m. The Washington Group International, corporate parent of Washington Savannah River Company (WSRC), will sponsor this pre-workshop reception. Gloria de Boer and Kathy Walker of Brookhaven National Laboratory have volunteered to organize an activity for our icebreaker. They are planning a game of “Security Jeopardy” and would like members’ input on answers and questions to use. Please e-mail Kathy at kwalker@bnl.gov.

TRADEing Post

If you are bringing an exhibit or materials/handouts, please fill out the Display Information section of the registration form. We need to know how many tables to plan for TRADEing Post. Kathy Walker, BNL, is the 2006 TRADEing Post Coordinator and will be glad to answer any questions you have about what to bring. Work-related items that have a security message and are used to promote the Security Awareness program are always welcome. We expect 55 – 60 workshop participants. We encourage exhibitors to identify materials/handouts with a sign or poster. If you would like ORISE to make a sign with your site name (9 x 12 with pull-out stand), please give your site information to our conference planner, Sharon Jakubowski - jakubows@orau.gov, by March 30. Set up for TRADEing Post can begin at the hotel after 3:00 p.m. on April 17.

S&S Awareness Issues

Termination Briefings

Our workshop agenda includes a Tools of the TRADE presentation on cleared employee terminations. Open Forum follows this presentation, and we encourage sites to share their questions and concerns on handling terminations. We would like to know how successful programs are incorporating the Termination Briefing requirements with other out processing requirements, especially access authorization termination and badge retrieval. Following the workshop, the SSAQP will also discuss this issue and consider how DOE/NNSA might improve the termination process to make it more accountable.

Badge Awareness

Chet Braswell will be giving a Tools of the TRADE presentation on badge protection and awareness, addressing lost and forgotten badges and ways to protect badges. Following Chet's presentation, the DOE HSPD-12 Program Manager, Fred Catoe, will talk about the requirements and new initiatives for a Government-wide badging program.

Refresher Briefings

Kris Instep asked whether the S&S Awareness Refresher Briefing should be used to brief requirements of other programs. Other security programs that have refresher requirements include Counterintelligence, Cyber Security, CMPC, and Classification. We understand the Refresher Briefing may address another program's requirements; however, sites may want to have a written agreement in place to address all matters concerning preparation and presentation of the briefing on the topic. Our workshop includes speakers on CI, Cyber Security, and Classification who can address requirements for briefings.

The SASIG Special Task Group has developed a generic Refresher Briefing for employees with access authorizations who work off-site. Site-specific information can be added to this briefing. Representing the Task Group, Cindy Farinholt will talk about the process used to develop the briefing, goals for the briefing, intended use, etc. Following the workshop, the draft briefing will be given to the SSAQP to discuss and finalize.

Next Steering Committee Meeting

The Steering Committee will meet on April 20 at 1:00 p.m. at the Sheraton North Charleston Hotel.