



SASIG Conference Call March 20, 2008

Participants:

Anderson, Valerie, ORISE	Marino, Layne, NV
Cook, Rhonda, SRS	Oelrich, Kent, LLNL
Cross, Nancy, Y-12	Robinson, Kristopher, RL
Gallion, Mary, HS-71	Smith, Rick, SRS
Holbrook, Christina, Boeing Company	Spargur, Jill, RL
Inskeep, Kristine, INL	Stottler, April, HS-61
Johnson, Gwen, RL	Swiger, Brenda, HS-1.31
Jowers, Don, SRSO	Willis, Carmen, Y-12
Jenks, Joyce, DOE Idaho	Womble, Sandy, ORISE
Kistner, Kristy, ORISE-DC	Wyatt, Louise, ORISE

Opening

Welcome

Kristine Inskeep, Steering Committee (SC) Chair, greeted our callers. Several new callers dialed in, and we welcome all! This call will be the last before our spring workshop. The SC meeting that follows the workshop takes the place of our April call.

Report from DOE HQ

Mary Gallion, DOE Advisor, announced that the SASIG was included in a budget request in March testimony before a House Subcommittee by Glenn Podonsky, Chief Health, Safety and Security Officer, HS-1. We are pleased that HSS is recommending continued support for our group for security awareness activities. Read Mr. Podonsky's testimony on March 12, 2008 at this link: http://armedservices.house.gov/hearing_information.shtml.

Mary said that cyber security concerns continue throughout the Department. She said cyber security testing is increasingly important to guard against viruses and malevolent interference. Site cyber security programs, and particularly testing, must be kept up-to-date.

Note: Our workshop will offer a presentation on data encryption in accordance with a new mandate from DOE HQ. The speaker is from INL's IT Group.

2008 SASIG Workshop and Meetings

Workshop Agenda

Valerie Anderson reported that speakers have been/are being confirmed. A workshop agenda with scheduled times for presentations will be posted on the SASIG Website.

OIO Panel Discussion:

We discussed how to structure the OIO (audit) panel discussion that is titled, *Getting Your S&S Awareness Program Ready for an Audit*. April Stottler, HS-61, has agreed to serve on the panel along with 3-4 representatives of sites/facilities that have had recent audits. April will give the requirements for an OIO audit and offer helpful hints to sites preparing for an audit. One of the panel members will serve as facilitator.

Action item: If your S&S Awareness Program has undergone an HSS OIO audit within the last couple years, we need your help! We want to give our panel members site information to use in their discussion. Please answer the following:

- 1) How do you develop/conduct a self-assessment of your program? Do you use checklists? Develop and track corrective action plans?
- 2) What questions are on your required security awareness test/questionnaire?
- 3) How do you meet time requirements for the Refresher Briefing and ensure compliance from contractors/subcontractors?
- 4) How do you ensure that SF-312 requirements are being met (signing, witnessing, storage)?
- 5) What is your process for developing and conducting Termination Briefings?
- 6) What is your report format for training verification (e.g., Excel)?
- 7) What security awareness activities do you use to promote your program (e.g., posters, flyers, website notices)?

Please e-mail your input to Valerie with a copy to Kristine.inskeep@inl.gov by COB, April 4.

Thanks for your help!

DOE NTC/CTA Presentation

Our DOE NTC representative to the Steering Committee, Laura Vieira, will not be attending the workshop. However, she sent slides for a brief presentation on the Security Awareness Coordinators Training given at the NTC. We are looking for a volunteer to show the slides – perhaps someone who has recently taken this course. E-mail Valerie if you will be attending the workshop and would be willing to give this presentation.

Post Call Note: We do have a volunteer to make this presentation! Thank you to Susan Hockett of FM&T at the Kansas City Plant, who took this training in February 2008.

Open Forum

Kent Oelrich will facilitate Open Forum again this year. During Open Forum, we discuss security awareness issues and solutions, and we are asking for discussion items prior to the workshop. If you have a topic/question you would like discussed at Open Forum, send your question to Valerie with a copy to Kristine. We would like these by April 14. All questions/topics will then be sent to Kent. We will also have a collection box for Open Forum discussion items at the Registration table at the workshop on April 29.

Other

Sylvia Lovelett, one of our SC members, had asked our callers for suggestions on how to effectively keep workers from bringing prohibited articles, namely cell phones, on site. Sylvia received many responses and sends her thanks to everyone. She said she will compile all responses and share them at the workshop.

TRADEing Post

We encourage sites to consider bringing a floor or tabletop exhibit and, as funding allows, security-related items to “hand out” at TRADEing Post. Printed materials related to your site’s awareness program are most welcome, as are any products such as briefings on CDs – also posters. Before and after the workshop sessions and during breaks, attendees look forward to visiting the various displays and acquiring information they can use in their programs. We need your participation to make this a success! Kristine said she has a few display forms to loan for an exhibit. Contact Kristine if you would like to borrow one of

INL's tabletop or floor display units. Set-up of TRADEing Post is scheduled for Monday, April 28, after 5:00 pm.

Workshop Registration

If you are planning to attend the SASIG Workshop and Meetings and have not registered with ORISE, please do so now. Go to <http://www.ornl.gov/sasig> and click on Annual Workshop. Scroll down to Registration and pull up the form. See also hotel registration information and information on the ice-breaker and site tour. Note that workshop participants must complete the INL Visitor Access Training for unescorted access to the INL. A brief training module is available online and Kristine will send you a link to this. Plan to bring your DOE standard (not site-specific) badge to the workshop. However, if you do not have a standard badge, Kristine can issue you a temporary badge to wear.

Safeguards and Security Awareness Quality Panel (SSAQP)

Members making up the SSAQP (SASIG Steering Committee) will meet Monday afternoon, April 28, from 2:00 to 5:00 pm at the LeRitz Hotel. The SASIG has reserved a conference room for this meeting. Mary Gallion, HS-71, will chair the quality panel and will report on the discussion of S&S Awareness Program policy at our workshop. Mary said she should have more information to share about what HQ is expecting from "policy panels," based on a memo from Glenn Podonsky, HS-1.

SASIG Steering Committee Meeting

The SASIG Steering Committee will meet Thursday, May 1, at the LeRitz Hotel after the INL site tour. A working lunch will be provided. Those planning to attend must sign up using our online registration form. We encourage our members to apply for the Steering Committee membership by completing the nomination form on the SASIG Website, under the Steering Committee menu. Members may self-nominate or submit another person's name. New members are elected during the SC meeting that follows the workshop. If you have attended past workshops, participated in monthly SASIG calls, or responded to a member's request for information, please consider applying. Membership criteria is on the Website. We are seeking broad representation from sites. Our charter currently does not place a limit on the number of members, who serve for a three-year term and are eligible to apply for a follow-on term. We plan to have copies of the application at the workshop for

interested members to complete. The SC will discuss whether a letter of management support will continue to be required.

Icebreaker

We will hold a pre-workshop reception at the Museum of Idaho (located near the hotel) from 6 – 7:30 p.m. on Monday, April 28. We are pleased to offer attendees a chance to greet each other before the workshop and see great art! Currently, The World of the Pharaohs is on display at the museum (one of few locations in the West for this traveling exhibit). Icebreaker sponsors are the DOE Idaho Operations Security Awareness Program and Battelle Energy Alliance, LLC. Participants will have time to browse the exhibits, and food will be plentiful for a light meal. Workshop attendees are asked to sign-up for the Icebreaker using the online Registration form.

Site Tour

A tour of the selected areas of the INL is scheduled for Thursday morning, May 1. Participants will be picked up at the hotel at 8:00 a.m. and transported to the site. Please sign up for the tour using the online Registration. If you are bringing a guest, advance paperwork is required for your guest. Contact kristine.inskeep@inl.gov for information.

Next Conference Call

The next Steering Committee conference call will be on Thursday, May 15, at 1:00 pm EDT. The call-in number is 202-287-1019.