

SASIG Steering Committee Meeting
The Boeing Company, Seattle, Washington
April 21, 2005

Steering Committee Members

Rob Ambrose, NTC
Valerie Anderson, ORISE
Loren Evenson, SO-10.1
Cindy Farinholt, NV
Kaye Hall, Kirtland Operations
Tina Hartley, SRS
Laurel Hautala, NNSA KCSO
Christina Holbrook, Boeing Company
Kristine Inskeep, INL
Wayne Morris, NV
Kent Oelrich, LLNL
Virginia Reams, NNSA LSO

At-large Participants

Jerry Eisele, ORISE
James Holland, Y-12, ORNL
William Husser, NNSA Service Center
Joyce Jenks, Idaho Operations
Deena Koper, ORISE
Rhonda Morgan, ORISE
Michael Royack, ORP/Hanford
Tina Vaughen, SO-30.1
Kathy Walker, Brookhaven Nat'l Laboratory

Highlights

The SASIG Steering Committee (SC) met on Thursday, April 21, 2005 following the Safeguards and Security Awareness Quality Panel (SSAQP) meeting. In the absence of Chair Sylvia Lovelett, Co-Chair Wayne Morris presided.

Review of Charter

The annual review of the SASIG Steering Committee charter resulted in the following changes that were approved by the Steering Committee members present:

- All references to the National Training Center (NTC) will also include a Central Training Academy (CTA) designation and will be noted as NTC/CTA.
- Under "Structure," first sentence describing make-up of the Steering Committee, the term "Vice-Chair" was changed to "Co-Chair" to be consistent with the

SSAQP Charter's designation of Co-Chair. Insert at end of first sentence: "The Co-Chair's term will run simultaneously with the term of the SASIG Chair."

- Under "Membership," first paragraph, first sentence, add "and their contractors" to end of sentence; last sentence, change "liaison personnel" to "personnel."
- Under Membership, second paragraph, first sentence, add "DOE" to precede "Advisor" and "SASIG" to precede "Coordinator."

Nominations and Election

Two current members of the Steering Committee expressed interest in continuing on the committee. Each submitted a nomination form and statement of management support, and by unanimous vote, the following individuals were re-elected to a three-year term:

- Kristine Inskip, INL
- Kent Oelrich, LLNL

Two members completed a three-year term on the committee:

- Tina Hartley, SRS
- Clarice Bruce, RFETS

The Steering Committee presented Tina with a Certificate for Recognition of Service. A similar certificate will be sent to Clarice. We thank Tina and Clarice for their time on the committee and for their many contributions.

New nominations were received from the following individuals:

- Gloria de Boer, Brookhaven Nat'l Laboratory
- Joyce Jenks, Idaho Operations

By separate unanimous vote, both were elected to a three-year term on the committee.

2005 Workshop Evaluations

The Steering Committee reviewed attendees' comments on the workshop Evaluation Form. These comments are used to plan the next year's workshop and address any concerns. The evaluations were highly favorable. Participants indicated the workshop provided excellent speakers, offered an agenda that was relevant to their jobs and brought new information, was well organized, and flowed smoothly.

The Steering Committee expressed thanks to Christina Holbrook for her considerable efforts in coordinating with The Boeing Company to host us.

Proposed Topics for 2006 SASIG Workshop

The following are proposed topics (and persons identified to take the lead) for the 2006 workshop:

- New techniques for an effective security awareness presentation – Rob Ambrose
- Counterintelligence/terrorism – Tina Hartley to identify SRS speaker
- Materials Protection, Control and Accountability Awareness Project in Russia – Gloria de Boer
- Foreign Visits and Assignments – Loren Evenson to identify SO speaker
- OA evaluation from a site perspective – Y-12, SNL, NV representatives
- NNSA Policy Letters – Wayne Morris
- Federal identification cards/credentials – Tina Vaughen to identify speaker
- Open Forum – Kaye Hall and Tina Hartley
- Tools of the TRADE – Virginia Reams, Kris Inskeep, others (volunteers)
- Headquarters update – Loren Evenson to identify SO speaker
- Other-agency presentations, such as ISOO, SETA – Kent Oelrich to identify speaker(s)

The committee deferred a decision on a theme for next year's workshop to a future conference call.

2005 SASIG Taskings

The SSAQP identified the following taskings for the SASIG:

- 1) The SSAQP recommended publishing a DOE Guide for Safeguards and Security Awareness as a corollary to DOE O 470S and DOE M 470S-1, Section K, to provide guidance in implementing the new Order and Manual. The SASIG appointed a special task group to develop this official Guide. Members are: Loren Evenson, Kaye Hall, Laurel Hautala, Rob Ambrose, Kathy Walker, and Gloria de Boer.
- 2) The SSAQP determined that a worthwhile tool for Security Awareness Coordinators would be a matrix of the various security requirements for annual training or briefings. Current DOE/NNSA security directives will be reviewed to compile a comprehensive list of requirements. Laurel Hautala and Loren Evenson volunteered to develop a draft matrix (separate from the "reporting requirements for and about individuals" currently on the Web site). The matrix will include all applicable requirements of the new S&S directives.
- 3) A group activity held during the 2004 workshop focused on planning a refresher to be given to off-site personnel who have access authorizations and who visit a site only infrequently or not at all; however, the group did not have time to complete the task. During the 2005 workshop, Kaye Hall reported on the status of this activity, and a special task group was formed to take this effort to the next level – development of a generic refresher briefing. We discussed building flexibility into such a briefing to allow for site-specific information. The following persons volunteered for the special task group: Virginia Reams, Sylvia Lovelett, Cindy Farinholt, Kent Oelrich, and Mary Fallaw. A conference call will

be set up to discuss the project. The group will be asking sites to submit briefings that might be suitable to use in developing a generic refresher briefing.

- 4) In conjunction with the above task, the same task group will develop a generic Comprehensive Briefing to be made available for downloading on the SASIG Web site.
- 5) Partnering with other agencies offers long-term benefits to our DOE security awareness efforts. We will explore liaisons with other agencies such as the Defense Security Service (SETA program) and continue an MOU with ISOO. Tina Vaughen and Kent Oelrich will look into partnering opportunities for the SASIG.

Miscellaneous Business

2006 Workshop and Meetings Location

The SSAQP deferred discussion of and voting for a location for the 2006 workshop and meetings to the SC meeting. The following locations were nominated: Albuquerque, Las Vegas, Chicago, Washington, D.C., Savannah River, and Oak Ridge. Following a discussion of each, including per diem costs, the committee voted to hold next year's SASIG Workshop and Meeting and SSAQP Meeting at the Savannah River Site, contingent on SRS management concurrence. We will plan to schedule this for the month of April.

TRADEing POST

We thank all who brought displays and/or materials for our 2005 TRADEing POST. Several sites were represented; some were first-time TRADEing POST participants. The suggestion was made to have participants of future workshops identify/describe the materials they brought to let people know what is available. This could be done during the introduction of attendees.

Moving the SASIG into the Future: Issues and Concerns

- A primary SASIG goal is to promote and facilitate security awareness networking. The Steering Committee would like to encourage SASIG members to contact each other directly when they need information or would like to discuss an issue of mutual interest. Requests for information can also be sent to the SASIG Coordinator at ORISE.
- The newly restructured SASIG Web site, in final development, will serve as a resource for security awareness materials. We will encourage sites to submit materials such as sample briefings and newsletters for posting and downloading.
- We want to continue growing our membership. To get the word out about our group, we will ask DOE/NNSA Awareness Coordinators to help us by contacting their Facility Officers, particularly at the smaller sites. Where there is interest, individuals can go to the SASIG Web site and register for membership.

- We will continue to identify new products to develop or expand/revise older products that will help sites manage their S&S Awareness programs.

Next Conference Call

The SASIG Steering Committee will hold a monthly conference call on Thursday, May 19, at 1:00 p.m. EDT. The call number is 301-903-6012.