

**SASIG Steering Committee
Conference Call
May 17, 2007**

Participants:

Kristine Inskeep, Chair, INL
Sylvia Lovelett, Pantex
Kent Oelrich, LLNL
Nancy Cross, Y-12
Christina Holbrook, Boeing
Kathy Walker, BNL
Carolyn Alvarez, ORISE
Valerie Anderson, ORISE

Charles Montoya, SNL/NM
Mike Armstrong, Pantex
Carmen Willis, Y-12
Rhonda Cook, SRS
Rick Smith, SRS
Jessica Vasquez, WIPP
Jill Spargur, RL

Highlights:

Kristine Inskeep, Steering Committee (SC) Chair, welcomed all to the call. Valerie Anderson introduced the new SASIG Coordinator, Carolyn Alvarez, who will assume this responsibility on June 1. Kris welcomed new SC member, Nancy Cross, who was elected at the April meeting following the 2007 workshop. Kris also noted that Laura Vieira of the NTC/CTA is new to the committee. Laura is the instructor for Security Awareness Coordinators training, replacing Robert Ambrose, who has moved to a management position at NTC.

Transitions

Kris Inskeep was elected SC Chair at the April meeting for a term of three years. She replaced Sylvia Lovelett, who completed a 3-year term. Sylvia had sent her regrets at not being able to attend the April workshop and meetings. A strike of the Protective Force at the Pantex Plant required Sylvia to remain on-the-job. Kris presented Sylvia with a plaque recognizing her service as SC Chair. Valerie thanked Sylvia for her leadership and dedication to the committee and said that as Chair, Sylvia contributed much to the success of the annual workshops and meetings. In response, Sylvia thanked the SC for their support to her and the SASIG during the past three years. She will continue as a member of the SC.

Certificates of Recognition from the SASIG were sent to six SC members leaving the committee: Kaye Hall (retirement – an SC member since 1991), Cindy Farinholt, Wayne Morris, and Jeanette Nault (each completing two consecutive three-year terms), Rob Ambrose (a member since 2000), and Laurel Hautala, who moved into another position and submitted her resignation after serving four years. We thank them all for their many contributions to the committee.

Valerie Anderson, who is retiring from ORISE on June 1, said she would greatly miss the SASIG and the members she has gotten to know and work with. She has been the SASIG Coordinator since 1999; her first workshop was in Kansas City in 2000. ORISE's Center

for Human Reliability Studies (CHRS) will have future responsibility for the SASIG with Carolyn Alvarez as its coordinator. We wish Carolyn the very best as she assumes this leadership role. We expect a smooth transition to CHRS.

2008 SASIG Workshop and Meetings

Next year's workshop will be held at the Idaho National Laboratory (INL) with DOE Idaho Operations and INL as hosts. Joyce Jenks and Kris Inskeep are working with their site management to plan this event. We will look forward to being in Idaho Falls for the next workshop – long “overdue.” The SIG last held a meeting there in 1996. A 2008 date for the workshop and meetings has not been confirmed; however, Kris and Joyce would like to be able to schedule this event for the end of April.

2007 SASIG Workshop and Meetings

Workshop Evaluations

We discussed the comments made by attendees on the 2007 Workshop Evaluation Sheets. The comments showed that attendees found the workshop most worthwhile. Topics were relevant and timely and speakers excellent. We thank our speakers for their time and effort in preparing and delivering quality presentations. To view the slide presentations, go to our Website: <http://www.ornl.gov/sasig> and click on Annual Workshop. Highlights are under April 17 – 19, 2007 SASIG Workshop.

Sessions of the workshop were held in Pollard Technology Conference Center on the ORAU/ORISE campus. An auditorium setting was cited as not the best venue for a workshop. Attendees prefer “classroom” style to promote interaction among participants. We will plan this arrangement for the 2008 workshop.

Safeguards & Security Awareness Quality Panel (SSAQP) Meeting

At the SSAQP meeting, the panel (made up of SC members) suggested this meeting take place before the workshop begins with results/ideas presented at the workshop, followed by an open discussion. The group decided this schedule should be adopted for the 2008 meeting because policy initiatives for the Security Awareness Program are of interest to all, and the panel would like the input of workshop attendees.

SASIG Steering Committee Meeting

Kris Inskeep encouraged members to consider serving on the SC. There are several sites/facilities with no current representative. The 2007 SC has 12 members (three are permanent nonvoting positions); however, our charter does not specify a maximum or minimum number for the committee. Carolyn Alvarez volunteered to draft a letter describing the responsibilities of SC members to distribute to our call list. We do require a signed Statement of Management Support, which would allow attendance at workshops, participation in special task groups, as identified, and a commitment participating in the monthly calls. If you have attended the SASIG workshops, participated on the calls, and would like to become more involved with the group, we ask that you talk with your manager about becoming a member of the SC. We vote on new members once a year at the SC meeting following the workshop. The nomination form

and Statement of Management Support are on the SASIG Website under Steering Committee.

Finalizing the Refresher Briefing for Off-Site Personnel

The callers discussed the final draft of the Refresher Briefing for Off-Site Personnel that was developed by a special task group and distributed to the SC for review. Kris Inskeep described the content of the briefing and asked SC members to send their comments to loren.evenson@hq.doe.gov by June 22. When finalized, the briefing will be available on the SASIG Website. Some site-specific information can be added.

Generic Refresher Briefing – Proposed

There is also interest in developing a generic Refresher Briefing to be made available on the SASIG Website for sites to download and customize with site-specific information. We will be discussing this on future calls.

Sandia - Team Integration for Security Awareness

Charles Montoya shared a Sandia/NM initiative to promote security awareness at the site. A security education and awareness liaison team, made up of S&S program professionals and representatives of other site organizations has been formed to integrate awareness into site programs and activities. Charles will provide the SASIG with the charter developed by the team. We will plan to discuss this concept on a future call. The SASIG believes awareness is integral to all security.

Next Conference Call

The next SASIG SC call will be on June 21 at 1:00 p.m. Carolyn will provide a call number later.