

**SASIG Steering Committee
Conference Call
May 18, 2006**

Participants:

Sylvia Lovelett, Chair, Pantex
Loren Evenson, SP-61
Kris Inskeep, INL
Joyce Jenks, DOE ID
Laurel Hautala, NNSA KCSO
Kent Oelrich, LLNL
Virginia Reams, NNSA LSO
Kathy Walker, BNL
Michael Stalcup, SP-41
Brenda Swiger, SP-21

Mike Royack, DOE ORP
Chet Braswell, Hanford
Bonnie Harris, RL
Betsy Crawford, Y-12
Nancy Cross, Y-12
Rhonda Cook, SRS
Charles Montoya, SNL/NM
Jessica Vasquez, WIPP
Anthony Pagano, NV/TTR
Valerie Anderson, ORISE

Highlights:

NOTE: The monthly call for June has been moved up a week from June 15 to June 8. We have rescheduled the call to the second Thursday so that members of the S&S Awareness training class at the NTC/CTA may be included. See last paragraph of minutes for details and call number.

Sylvia Lovelett welcomed call participants and, in particular, the new callers. The SASIG encourages members to participate in the monthly calls whenever their schedules allow. Sylvia also welcomed new Steering Committee member, Kathy Walker, who was elected to the committee at the April meeting.

Evaluation of 2006 SASIG Workshop

The 2006 SASIG Workshop was held April 18 - 19, in Charleston, SC. The Savannah River Site (SRS), including the Operations Office and the Washington Savannah River Company served as our host.

Sixty eight persons attended the workshop, including 21 from SRS. We thank Savannah River for its enthusiastic support. Two persons from DoD attended. The workshop evaluations indicated that attendees found the workshop valuable in making contacts and providing information to use in their jobs. Several commented they would like to bring back some of the 2006 speakers next year for an update. This was particularly true of HSPD-12 and HQ Office of Security Policy. See minutes of Steering Committee meeting of April 20, 2007, for a list of potential topics for next year.

Some of the workshop slide presentations are now posted on the SASIG Website. Go to <http://www.ornl.gov/sasig> and click on Annual Workshop, Previous Workshops, 2006 SASIG Workshop. Additional highlights, including a write-up of the keynote address

and more of the presentation slides, will follow. We will also post photos from the icebreaker and workshop that were taken by Rob Ambrose.

SSAQP Meeting

Twenty-two SASIG members participated in the DOE SSAQP Meeting on April 20 which was chaired by Loren Evenson. The panel voted to change the position designation of the “S&S Awareness Coordinator” to the “S&S Awareness Program Manager.” It was pointed out that the terminology is in line with that used by DOE for similar positions and that several sites are already using this designation.

The panel discussed the Refresher Briefing for Off-site Personnel that was developed by the SASIG Special Task Group and presented by Virginia Reams at the workshop. Several corrections/additions/deletions resulted from this collective review. Loren will finalize the briefing and send to Valerie to distribute to the Steering Committee for review and comment. The briefing will be posted on the SASIG Website.

Panel members also discussed developing a DOE Guide that would provide guidance for implementing the requirements of DOE O 470.4 and DOE M 470.4-1, Section K, *Safeguards and Security Awareness Program*. A focus of the Guide would be the termination requirements for personnel with access authorizations. This is an SASIG Tasking. See the revised charter and the SSAQP at <http://www.ornl.gov/sasig>. Click on Safeguards and Security Awareness Quality Panel.

2006 TRADEing Post

We thank all who put time and effort into bringing a display and/or materials for TRADEing Post. TRADEing Post provides the opportunity to share materials on security awareness. Some of the attendees commented that they would like to see more products available, such as CDs or videos. This year, the Office of Headquarters Security Operations brought copies of the HQ Refresher Briefing on CD. In the past, sites have furnished various CDs and videos (e.g., Rocky Flats’ Termination Briefing and Hanford’s Security Ed and the Plight of the Missing Badge). In planning for next year’s workshop, we encourage our S&S Program Managers to consider putting a briefing or other product on CD or video to share at TRADEing Post.

At the workshop, Nancy Cross shared an OPSEC video developed by BWXT-12. She said she would be willing to send a copy on DVD to persons requesting one. This is an excellent, short video that can be used to supplement briefings. If you would like a copy, please send your request to Nancy at crossn@y12.doe.gov and include a mailing address.

2007 SASIG Workshop and Meetings

Next year’s workshop and meetings will be held in Oak Ridge, Tennessee, April 17 – 19, 2007. Before voting on a location at the April SASIG Steering Committee (SC) Meeting, members considered the cost savings of having the workshop at a Government facility and the availability of sponsors for workshop refreshments. Dates for the workshop are Tues. - Wed., April 17 - 18, and the SSAQP and SC meetings will be on Thursday, April 19. Sessions will be held at Pollard Auditorium on the ORAU/ORISE

campus. We are pleased with the enthusiastic response and support from our local SASIG members. We want to thank Nancy Cross and Betsy Crawford of BWXT Y-12 for talking with their management about sponsoring an icebreaker. Other contractors have also offered assistance. We hope to set up a tour of OR facilities/sites.

S&S Awareness Issues

Initial Briefing Requirements

Kent Oelrich requested information on how sites are meeting the requirements for the Initial Briefing; specifically, how they pertain to subcontractors and unescorted access. Kris Inskeep said that Idaho National Laboratory (INL) provides this briefing on-line. The briefing is available for employees, subcontractors, visitors, and foreign nationals. Procedures for the briefing are tied into ES&H Training. Kris advised that the process has resulted not only in significant time savings for all involved, but also greatly reduced the frustrations caused by delays in getting site access. Kris will write up the process at the INL to share on the SASIG Website. If you would like to share procedures for your site's Initial Briefing with Kent, you may contact him at uelrich1@lnl.gov. Please copy loren.evanson@hq.doe.gov, slovelet@pantex.gov, and andersov@orau.gov. We will review responses for posting on the SASIG Website if the author gives permission.

ISSM Lessons Learned

Charles Montoya would like input from sites on lessons learned from Integrated Safeguards and Security Management (ISSM) implementation. If you have ISSM lessons learned to share, please contact Charles at cjmonto@sandia.gov and copy Loren, Sylvia, and Valerie. The ISSM initiative has been a topic at past workshops (see 2002, 2003, and 2004 SASIG Workshop Highlights). We continue to follow its progress.

Call Notification List

In the next few weeks, we will be polling our call notification list to see if there is continued interest in staying on the list. We know that several individuals no longer work in S&S Awareness or a related program. If, for example, a person has not participated in a monthly call during the past several months, attended a workshop in past years, or does not otherwise have a reason to remain on the list, we want to know if we can remove the person's name. We'll remind everyone that minutes of monthly calls are available on the SASIG Website under Steering Committee, Monthly Conference Calls. We'll have more on culling this list to reflect an active S&S Awareness interest on next call.

We are not reviewing the Listserv at this time. Listserv is a much larger list that includes names of persons in DoD and other organizations in addition to DOE/NNSA. It is used to disseminate information on DOE directives and other policy and for general announcements of SASIG activities, such as an upcoming Workshop, followed with link to the Website.

Next Steering Committee Call – date change!

The next teleconference will be on Thursday, June 8, at 1:00 p.m. EDT. We are moving the call to the second week of the month to accommodate Rob Ambrose's Security Awareness training class at the NTC/CTA. The call number is 301-903-6066.

