

**SASIG Steering Committee
Conference Call
June 8, 2006**

Participants:

Sylvia Lovelett, Chair, Pantex
Loren Evenson, SP-61
Rob Ambrose, NTC/CTA
Joyce Jenks, DOE ID
Virginia Reams, NNSA LSO
Kent Oelrich, LLNL
Wayne Morris, NVO
Cindy Farinholt, NVO
Gloria deBoer, BNL
Tom Hoertkorn, DOE ORP
Mike Royack, DOE ORP
Valerie Anderson, ORISE

Bo Bohman, OST AL
Chet Braswell, Hanford
Bonnie Harris, RL
Renee Perry, LSO
Nancy Cross, Y-12
Carmen Willis, Y-12
Charles Montoya, SNL/NM
Jessica Vasquez, WIPP
Rhonda Cook, SRS
Sybil Cook, SRS
Marrine O'Conner, DOE SR

Highlights:

The Steering Committee (SC) welcomed members of the Security Awareness training class being held at the NTC the week of June 5 with Rob Ambrose as instructor. We will list the names of class members in next month's minutes. Loren Evenson was a visitor at NTC and took part in the call with the class. Whenever possible, the SASIG includes class members on one of the monthly calls so they may learn about our group. New S&S Awareness Program personnel are invited to participate in subsequent SASIG SC calls. Also, we ask them to register with ORISE as an SASIG member. To register, they should go to <http://www.ornl.gov/sasig>, click on What We Offer, pull up and complete the membership form, and submit information to the database.

2006 SASIG Workshop Highlights

Several of the workshop slide presentations have been posted on the SASIG Website. Go to <http://www.ornl.gov/sasig>, Annual Workshop, Previous Workshops, 2006 SASIG Workshop and SSAQP Meeting. Additional highlights, including a write-up of the Keynote address and Welcome segment, are being finalized and will be posted soon. We will also be including photos from the icebreaker and workshop taken by Rob Ambrose.

2007 SASIG Workshop and Meetings

Next year's SASIG Workshop and SC Meeting and S&S Awareness Quality Panel (SSAQP) Meeting will be held in Oak Ridge, Tennessee, April 17-19, 2007. Workshop dates are Tues.-Wed., April 17-18, with SSAQP and SC meetings scheduled for Thursday, April 19. Sessions will be held at Pollard Technology Conference Center on the ORAU/ORISE campus. We are pleased with the enthusiastic response and support shown by local SASIG members. With contractor assistance, we hope to set up a tour of

OR facilities/sites; in particular, the Y-12 National Security Complex and Oak Ridge National Laboratory (ORNL).

The SASIG as a Resource for Security Awareness

Sylvia asked the training class to consider the SASIG a resource for the S&S Awareness Program and encouraged them to participate in SASIG events, such as the workshop and calls. She also asked the callers to share with the class how the SASIG has helped them with their programs. One caller said the annual workshop was most beneficial and that speakers brought a lot of useful information. Many find value in the S&S Awareness products from various sites that are made available to attendees; in fact, Rob said he still shows the Hanford/RL video that he obtained at the workshop a couple years ago, "Security Ed and the Plight of the Missing Badge," to the Awareness class. Two 2006 products available are:

OPSEC Briefing - Nancy Cross, BWXT-Y-12, has offered copies of an OPSEC Briefing that was shown at the 2006 workshop. She said she has received several requests for this briefing, available on DVD. You may e-mail Nancy at crossn@y12.doe.gov to request a copy. Include a mailing address.

Termination Briefing - Charles Montoya said that Sandia/NM has completed a new Termination Briefing that he would share with others. For a copy of this briefing, please contact Charles at cjmont@sandia.gov.

The SASIG appreciates sites' making these products available to the SASIG membership.

S&S Awareness Issues

Comprehensive Briefing

As a request from his class, Rob Ambrose asked whether a Comprehensive Briefing is required when an access authorization is extended to a site. And would this briefing be needed for a site visit of a few days? Cindy Farinholt pointed out that requirements for a Comprehensive Briefings in DOE M 470.4-1 state the briefing is required for an extension of an access authorization. Some sites may combine this briefing with an Initial or site-specific briefing. Classified visits do not require a Comprehensive Briefing, although the host is expected to brief visitors on site policies and practices relevant to the visit. Also, a question was raised about providing a copy of Title 32 of the CFR to read following signing of the SF 312. Loren Evenson said that providing the entire CFR was unnecessary. The Spring 2001 edition of the Briefing Booklet for the SF 312 contains copies of the relevant laws, executive orders, and regulations that must be made available to individuals receiving the Comprehensive Briefing. The only section from 32 CFR included in the Booklet is 2003.20, "Classified Information Nondisclosure Agreement; SF 312, SF 189, and SF 189A." 32 CFR is available online from several sites, such as <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>. The Briefing Booklet is available from the Information Security Oversight Office (ISOO) or on-line at www.archives.gov/isoo/training/standard-form-312.pdf.

ISSM Lessons Learned

On last month's call, Charles Montoya requested input on lessons learned on Integrated Safeguards and Security Management (ISSM) implementation. Charles is interested in getting feedback on how ISSM lessons learned are documented and perhaps included in a database similar to SSIMS data and findings. He said it would be helpful to have this information available for auditors/inspectors who may want to see how sites are using lessons learned from ISSM. Please contact Charles to share what your site does with ISSM and copy loren.evenson@hq.doe.gov, slovelet@pantex.gov, or Valerie.

Initial Briefing Requirements

Also on the last call, Kent Oelrich asked for information on how sites are meeting requirements for the Initial Briefing, especially how requirements pertain to subcontractors and unescorted access. Kent reported he had received some input on this. Idaho National Laboratory has a process for providing this briefing online, and Kris Inskeep has offered to write up how this process works to share on the SASIG Website. You may e-mail Kent at oelrich1@lnl.gov.

Message Board for Instant Communication

At the April Steering Committee meeting in Charleston, the SC talked about the possibility of setting up a message board on the SASIG Website so that SASIG members could communicate directly with each other. Valerie is looking into this with ORISE's Information Technology (IT) group. Entry into the message board would be by password. Members would be able to access questions/requests for information, type in a response, and read what others have written. We are awaiting IT's review and recommendation re feasibility of a message board on the SASIG Website.

Call Notification List

We will be polling our SASIG call list to see if there is continued interest in staying on the list. The list has over 100 names which greatly exceed the number of available lines for our telecons. Several individuals may no longer work in S&S Awareness, and if a person has not participated in a 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 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.

Refresher Briefing for Off-site Personnel

A special SASIG Task Group developed a Refresher Briefing for off-site personnel. The briefing was discussed at the workshop by task group member, Virginia Reams. The briefing was reviewed at the 2006 SSAQP meeting and several recommendations for

improvement were made by the panel. 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.

Volunteers for Security Culture Team

Gloria de Boer, a member of the Material Protection, Control and Accounting (MPC&A) Security Culture Team to improve security awareness in Russia, is asking for volunteers to assist the team in a self-assessment of MPC&A. If you work in this area and would be interested in supporting a self-assessment, you may contact Gloria at gdeboer@bnl.gov to find out more about the requirements for this support.

Next Steering Committee Call

The next teleconference will be on Thursday, July 20, at 1:00 p.m. EDT. Plan to join us if you can. The call number is 301-903-6060. As we go into the summer, we wish everyone safe travel and enjoyable time off.