



SASIG Conference Call

November 15, 2007

Participants:

Amidon, Tom, ORISE
Anderson, Valerie, ORISE
Tina, Ard, NNSA Y-12
Cook, Rhonda, SRS
Cross, Nancy, Y-12
de Boer, Gloria, Brookhaven
Gallion, Mary, HS-71
Holbrook, Christina, Boeing Company
Inskip, Kristine, INL
Jenks, Joyce, DOE Idaho

Montoya, Charles, SNL–NM
Oelrich, Kent, LLNL
Peterson, Tamara, NNSA Pantex
Spargur, Jill, Richland
Swiger, Brenda, HS-1.31
Vieira, Laura, NTC/CTA
Walker, Kathy, Brookhaven
Womble, Sandy, ORISE
Wyatt, Louise, ORISE

Opening

Kristine Inskip, Steering Committee Chair, greeted callers. She gave a special welcome to Laura Vieira, SASIG representative from the National Training Center/Central Training Academy (NTC/CTA) and instructor for Security Awareness Program training at the NTC. Valerie Anderson introduced Louise Wyatt of the ORISE Center for Human Reliability Studies (CHRS), who will be assisting with SASIG listservs and workshop planning. Sandy Womble introduced Tom Amidon, who became manager of CHRS following Jerry Eisele's retirement.

Report from DOE Headquarters

Mary Gallion, DOE SASIG Advisor, called our attention to draft DOE O 551.1C, Official Foreign Travel, which establishes requirements and responsibilities governing official foreign travel by Federal and contractor employees. The Order is currently available for comment on RevCom. If you are not a registered user with access to

RevCom, you can read the draft directive at the following location:

<http://www.directives.doe.gov/directives/draft.html#number>

Mary said she has drafted a question for the HS-71 FAQ Website on Security Awareness Coordinators' Training that includes a reference to the SASIG. The question has a link from the HS-71 Website to the SASIG Website, and the hope is that people will click on the link to learn more about what the SASIG offers. We appreciate Mary's promoting our group through the HS-71 Website. Here is the draft question:

Q: Are there any resources available within DOE for people involved in developing and managing a security awareness program as required in DOE M 470.4-1? The National Training Center (NTC) offers a four and one-half day introductory course, *Safeguards and Security Awareness Coordinators' Training*, for individuals who are involved in developing, implementing, and maintaining security awareness programs. More information on the course is available on the NTC Website at http://www.ntc.doe.gov/ntc/docs/NTCCourseCatalog_Final.pdf. The Security Awareness Special Interest Group (SASIG) is an active networking group of Federal and contractor personnel involved with safeguards and security awareness programs. The members of SASIG work to promote safeguards and security awareness within DOE, assist sites and facilities in carrying out the security awareness program requirements, and share security awareness resources. Membership is open to anyone with a work-related interest in promoting security awareness, and there is no membership fee. More information about SASIG, including how to join the group, is available on the SASIG Website at <http://www.ornl.gov/sasig/>.

SASIG Website Update

Valerie reported that new postings for the SASIG Website include a notice about the 2008 SASIG Workshop and Meetings in Idaho Falls that may be accessed under the "What's New" button on main menu. Another new posting is the Refresher Briefing for Off-site Personnel that can be accessed under the S&S Awareness Program Resources, Briefings. A copy of the briefing in MSWord format can be requested by sending an e-

mail to: Louise Wyatt, louise.wyatt@orise.orau.gov. Site-specific information can then be added to the briefing using this document.

2008 SASIG Workshop and Meetings

Facility Update:

Kristine said that meeting arrangements at the INL site are being completed. Workshop participants will be required to complete Visitor Access Training to have unescorted access to the site. Meeting participants can begin contacting Kristine now to request access to the training. Kristine will need your name, SSN, and e-mail address to send you the location of the on-line training module. For security reasons, do not send your SSN via e-mail. You may call Kristine at: 208-526-0715 and provide the information.

Hotel:

Kris is working to find a hotel for our group. She indicated the new Hilton at Idaho Falls should be completed in the spring. It is within walking distance to the Idaho National Laboratory. If the Hilton will not be available, there are other hotels in the area.

Agenda Topics/Speakers:

We discussed potential topics and speakers and will plan for the following:

- OPSEC – Wayne Morris, NV Site Office
- Counterintelligence – Ronald Olive, NTC, Central Training Academy
- Report (and discussion) of the Safeguards and Security Awareness Quality Panel (SSAQP), held on Monday, April 28 – Mary Gallion
- Security Policy Revisions (revisions to forms) – HSS speaker
- HSPD-12, Personal Identity Verification – HSS speaker and INL pilot site
- Panel on S&S audits to include expectations and lessons-learned - HQ
Independent Oversight and site participation
- CDC presentation – possibly bio-chemical terrorism
- Open Forum – Kent Oelrich, Facilitator
- Human Behavior Performance: actions influencing safety and security – INL
Protective Force

- Update on Security Awareness Coordinators' Training – NTC/CTA
- Tools of the TRADE (three or four presentations)
 - Y-12 - programs that interact with security awareness, Nancy Cross
 - INL – data encryption mandate from HQ

We continue to seek volunteers for Tools of the TRADE presentations (20 – 30 minutes). If you are interested, please e-mail Valerie with a copy to Kristine Inskeep at Kristine.inskeep@inl.gov.

A question was asked about videotaping the presentations. Some videotaping may be possible; however, probably not the entire workshop. A segment, such as a panel discussion, may work well for videotaping. Kristine is checking on videotaping capabilities at the Idaho facility. In the past, presentations have been posted on the SASIG Website under workshop Highlights with permission of the speaker.

TRADEing Post:

Kris encouraged sites to consider bringing an exhibit and, if funding allows, security-related items as handouts for TRADEing Post. TRADEing Post is an important part of our workshop. If a display from the site is not available, handouts or materials to share about your awareness program are most welcome.

2008 SASIG Workshop Planning Call

The Steering Committee will have a workshop planning call on Wednesday, December 5. Steering Committee members will review agenda items and plan the two-day workshop schedule. Specific information about this call will be sent to the Committee.

Applications for the Steering Committee

Interested members are encouraged to apply for the Steering Committee by completing a nomination form on the SASIG Website under the Steering Committee section (members may self-nominate or submit another person's name). Candidates must also provide a letter of support from their management. New members are elected during the Steering Committee meeting that follows the workshop. Applications are due by March 15.

Steering Committee Call List and SASIG Membership List

Valerie reported that Louise Wyatt will be assisting with two listservs, which are used to communicate with our members:

- 1) The Call List is made up of persons who have dialed into our calls, have attended recent workshops, or otherwise maintained an active participation in the SASIG. All of the DOE/NNSA Security Awareness Managers should be included in this list. If there is someone who should be added to our contact lists, please send Valerie or Louise an e-mail with that information
- 2) The SASIG Membership List is made up of persons who register online as a member. In addition to DOE/NNSA, we have members from other agencies, such as DoD. The membership form can be completed at the SASIG Website by choosing the “What We Offer” section. The individuals on this list receive notifications about new policy, policy changes, etc. issued by HQ.

New Security Awareness Manager at Sandia-NM

Charles Montoya let us know he has taken a new position as OPSEC Manager at SNL–NM and would be stepping down as the Security Awareness Program Manager. He will be replaced by Fran Armijo, a member of his security awareness team. Congratulations, Charles and Fran. Charles says he plans to remain an active SASIG member.

Next Call

The next conference call for the Steering Committee and at-large participants will be Thursday, January 17, 2008, at 1:00 EST. The call-in number is: 301-903-6012.