

**SASIG Steering Committee  
Conference Call  
March 17, 2005**

**Participants:**

Loren Evenson, SO-10.1	Virginia Reams, LSO
Sylvia Lovelett, Pantex	Laurel Hautala, KCSO
Tina Hartley, SRS	Jeanette Lee, KCP
Kent Oelrich, LLNL	Chet Braswell, Hanford
Wayne Morris, NV	William Husser, NNSA/AL
Kris Inskeep, INEL	Bob Schwarzman, Sandia/NM
Joyce Jenks, DOE ID	Brenda Wickham, Sandia/NM
Valerie Anderson, ORISE	Boris Starr, Sandia/NM

**Highlights:**

***2005 SASIG Workshop and Meetings***

Sylvia Lovelett, Chair, welcomed everyone to the call. She noted that our 2005 SASIG Workshop is drawing closer and we are doing some final planning. She encouraged those who are attending the workshop to bring materials for TRADEing POST – that can include handouts, items with a security message, posters, etc. TRADEing POST will be set up inside our meeting room at the Boeing facility.

Christina Holbrook, our Steering Committee member from Boeing, has worked with Boeing management on arrangements for our workshop sessions. We very much appreciate Boeing's commitment to provide a continental breakfast and refreshments for breaks for the three days of our workshop and meetings. The company will also have audio-visual support for our presentations.

Boeing is a DoD facility, and for admittance, Boeing must verify each person's citizenship status. For our registrants with a DOE access authorization, we can use DOE's CPCI database to verify U.S. citizenship. Loren Evenson will coordinate this with Christina. Boeing will be issuing badges for us to wear, and therefore, we should not bring our DOE badges (which would not be accepted).

**Important:** If you have registered for our workshop and do not have an active access authorization, please let Valerie know this and your fax number. You will need to fill out a DoD form, which Valerie will fax to you, that has further instructions. If you have a DOE access authorization, you do not need to do anything.

Christina will furnish us with a list of prohibited articles for the Boeing facility. The list includes camera-enabling devices, such as cell phones with cameras; however, cell phones without cameras are allowed. Valerie will be sending this list to all participants.

Workshop registration is coming to a close, so if you are planning to attend and have not yet registered with ORISE, please do so as soon as possible. Go to: <http://www.ora.gov/sasig> and click on “Annual Workshop.” The registration form can be pulled up under “Upcoming Workshop and Meetings.”

Valerie reported a change in our workshop agenda. We will be having a speaker from the Defense Security Service’s Security Education, Training, and Awareness (SETA) in place of the S&S streamlined directives update scheduled for Tuesday morning. Loren Evenson will talk about these directives later in the day. DSS SETA had expressed an interest in sharing its education and awareness program at our workshop. One of the SASIG core missions is outreach to other agencies, and we are pleased to have the participation of SETA.

Valerie will be contacting all speakers re sending their presentations on CDs to ORISE. These will be sent on to Christina so that presentations may be loaded on the facility computer ahead of time.

### ***Hotel Room Block***

ORISE has a contract with the Larkspur Landing, Renton, WA, for a block of rooms, April 18 – 22 (check-out). The hotel will hold the room block through April 1. Rooms are being offered at a group rate of \$96 plus tax for a studio suite (that includes full kitchen) or \$110 (government rate) for an upgraded 1-bedroom suite (separate bedroom). The number of 1-bedroom suites is limited and reservations for these rooms will be taken on a first-come, first-served basis. For hotel registration information, see your workshop/meetings brochure or go to the “Annual Workshop,” “Upcoming Workshop and Meetings” on <http://www.ora.gov/sasig>.

### ***“Ice-breaker”***

We will have a pre-workshop “ice-breaker” the evening of April 18 at the hotel, hosted by BWXT Pantex. We thank Sylvia for making arrangements with her management to sponsor this event. Laurel Hautala has volunteered to coordinate an ice-breaker activity, which we understand will be challenging and fun for all. The ice-breaker begins at 7 pm.

### ***Transportation from Hotel to Boeing Facility***

Larkspur Landing is located close to the Boeing facility – a 5-6 minute drive. We have determined that enough workshop attendees will have rental cars, and we can car-pool to Boeing from the hotel. We will make car-pooling arrangements at the ice-breaker.

### ***Tours of Boeing Facility***

If you are bringing family or friends, they may want to go on a tour of one of the Boeing facilities. The facility that is open for public tours is located in Everett, WA, a 45-min. drive to the north of Renton. These one-hour tours are available weekdays during business hours. There is a small cost. If you would like more information on the Everett Tour Center, please contact Valerie.

### ***Draft Safeguards and Security Streamlined Directives***

Loren Evenson reported on status of draft S&S streamlined directives (an Order and seven Manuals). All major and suggested comments have been reviewed, and resolutions of the major comments have been sent to the commenters, who will either accept or reject the resolutions. Once rejected resolutions are resolved, the directives will be tech-edited and then published. Loren will keep us informed on the directive' progress.

### ***NTC Courses***

Virginia Reams asked whether the NTC will be offering the "Senior Security Awareness Seminar." The NTC catalog lists the course for 4 days beginning August 29, 2005. As with all courses, they are held only if at least a minimum enroll; for this course, the minimum is six "Federal or contractor staff assigned duties as senior managers" who want an overview and understanding of the S&S Program elements. Managers with little or no knowledge of the program may find the course of benefit. The NTC will be offering the S&S Awareness Coordinators Training course starting June 13, 2005. It still has openings for students. At our workshop, Rob Ambrose will be talking about NTC training and the courses available that may be of interest to us.

### ***Retention of Contractor Records***

A question was raised concerning contractor retention of completed SF 312s, Classified Information Nondisclosure Agreement. "When contractor employees complete the forms, the contractor may retain the forms or immediately submit them to the cognizant DOE office, depending on local arrangement. However, when a contractor employee terminates, his or her SF 312, along with a completed Termination Statement, must be submitted to the cognizant DOE office."

### ***Nominations for the Steering Committee***

Nominations remain open for the SASIG Steering Committee. Anyone who has attended our workshops, participated in Steering Committee conference calls, given workshop presentations, or served on a special task group is a candidate for membership. Information about membership and the nomination form is available on the SASIG Website under Steering Committee. Go to: <http://www.ornl.gov/sasig>. We ask nominees to have their manager sign a Statement of Support, as it's important to have the backing of site management in order to attend our workshops. Voting for new members will take place at the SASIG Steering Committee meeting on April 21.

### ***Memorial Tributes***

At the workshop, we are planning a memorial tribute to two Steering Committee members who were active until their untimely deaths this past year: Ann Marie Griego of Sandia/NM and Dan Valdez, Jr. of LANL. Sandia sent a video tribute for Ann Marie on CD that we will play during the workshop. Sylvia has contacted a person at Los Alamos who will be sending some photographs and articles about Dan.

### ***Next Steering Committee Meeting***

The SASIG Steering Committee will meet on Thursday afternoon, April 21, at the Boeing facility.

