

**SASIG Steering Committee  
Conference Call  
January 20, 2005**

**Participants:**

Loren Evenson, SO-10.1	Kris Inskip, INEEL
Sylvia Lovelett, Pantex	Christina Holbrook, Boeing
Rob Ambrose, NTC/CTA	Laurel Hautala, NNSA-KCSO
Virginia Reams, LSO	Jeanette Lee, KCP
Kent Oelrich, LLNL	Tina Hartley, SRS
Joyce Jenks, ID	Sybil Cook, SRS
William Husser, NNSA-AL	Janice Leyba, RFETS
Chet Braswell, Hanford	Fran Armijo, SNL-NM
Bonnie Harris, RL	Valerie Anderson, ORISE

**Highlights:**

***SSAQP and SASIG Steering Committee Meeting in Kansas City***

Members of the SASIG Steering Committee and Safeguards and Security Awareness Quality Panel (SSAQP) met January 19-20, 2005, at the Kansas City Site Office. We thank Laurel Hautala for making meeting arrangements with her KCSO management. The Steering Committee worked to finalize plans for the upcoming SASIG Workshop and Meeting, and the SSAQP discussed comments on the draft S&S streamlined directive relating to the S&S Awareness Program.

***2005 SASIG Workshop and Meetings***

The 2005 SASIG Workshop will be held April 19-20 in Seattle at the Boeing Company. The SSAQP and Steering Committee will hold meetings on April 21. Christina Holbrook, our Steering Committee member from Boeing, is working to finalize arrangements to hold our sessions at a Boeing facility. As we get closer to the time of the workshop, Christina will provide us with facility information we will need. Boeing has graciously offered to provide a continental breakfast and refreshments for our breaks.

In developing a draft workshop agenda, the committee scheduled speakers representing several security awareness-related programs and interests. The committee also scheduled Tools of the TRADE presentations and Open Forum, during which attendees can discuss security awareness issues. We will provide index cards for writing down questions ahead of time.

***SASIG's 20<sup>th</sup> Anniversary***

In 2005 we are celebrating the 20<sup>th</sup> Anniversary of the SASIG, which was organized as a security education special interest group in 1985 under the Training Resources and Data Exchange (TRADE) organization. Later, activities focused on security awareness. We will encourage long-term members of the SIG to share memories of past workshops and meetings and have put a time for remembrances into the agenda. Also, we are asking for

old photographs, TRADEing Post items, brochures, etc., from past workshops. You may bring photos with you to the workshop, or ORISE can scan the photographs in advance and return them to you. Or, you may send a jpeg file of photos that ORISE can use in creating an anniversary video (with sound) to run during our breaks. If you have questions, contact Valerie. Please send photos to be used for the video by March 1.

### **TRADEing Post**

Sylvia Lovelett asked all who will be attending the workshop to consider participating in TRADEing Post. Table top exhibits that give information on your site and program are especially appreciated, but if you are not able to bring a display, you may bring handouts or other awareness materials to share. At our 2004 workshop, copies of videos and CDs were made available. If you have any questions or would like some guidance, contact Sylvia Lovelett at [slovelet@pantex.com](mailto:slovelet@pantex.com). TRADEing Post will be set up in our Boeing facility meeting room.

### ***“Ice-breaker” and Group Activity***

We are planning a pre-workshop “ice-breaker” for the evening of April 18. On the call, we asked for corporate sponsors/hosts for this event and two sites responded. We are now in the process of confirming this sponsorship. The reception would be held at our hotel. ORISE is reviewing a hotel contract for a room block, and we will have further information soon.

Chet Braswell suggested a group activity to follow the first day of our workshop. He will look into potential activities for us. A couple ideas were brought up on the call: a tour of the harbor, or a boat ride to a nearby island with dinner on the island. We would need to sign up for these events in advance.

### ***Workshop and Meetings Brochure***

Once all speakers are confirmed and the draft agenda is finalized, ORISE will be mailing out a 2005 Workshop and Meetings brochure. The brochure will have instructions for workshop and hotel registration and will include information on the Boeing facility. We will also have an address and date for shipping TRADEing Post materials. The contents of the brochure will be posted on the SASIG Web site.

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

Sylvia Lovelett asked SASIG members to think about submitting a nomination for the 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.orau.gov/sasig>. We ask nominees to have their manager sign a Statement of Support (sample statement available on the Website to be faxed to ORISE or brought to the meeting). It's important to have the backing of site management to attend our workshops and meetings. Voting for new members will take place at the SASIG Steering Committee meeting in April. Please submit your nominations to the ORISE Coordinator by March 15.

### ***SSAQP Meeting***

Loren Evenson prepared a list of comments on the S&S streamlined directive containing the S&S Awareness Program. These comments, compiled from RevCom submissions related to DOE M 470.S-1, Section K (S&S Awareness Program), and were grouped into 1) major comments and 2) suggested comments. In discussing the comments, the SSAQP made some recommendations for changes. Of note is a recommendation to restore the Qualifications portion of requirements for a manager of the local S&S Awareness Program. SSAQP members felt anyone assuming this responsibility should have some experience in security and some skills related to the awareness program. Loren gave a target date of end of July for publication of the new directives. Results of the SSAQP meeting will be issued in a separate document.

### ***Next Conference Call***

The SASIG Steering Committee call for February will be on Thursday, February 17, at 1:00 p.m. ET. Plan to join us. The call number is 202-287-1076.