

**SASIG Steering Committee
Conference Call
November 18, 2004**

Participants:

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|-------------------------|-----------------------|
| Loren Evenson, SO-10.1 | Kris Inskeep, INEEL |
| Sylvia Lovelett, Pantex | Tina Hartley, SRS |
| Rob Ambrose, NTC/CTA | Kent Oelrich, LLNL |
| Laurel Hautala, KCSO | Wayne Morris, NV |
| Selecia Leonard, ORO | Clarice Bruce |
| Joyce Jenks, ID | Janice Leyba, RFETS |
| Bo Bohman, AL OST | Bonnie Harris, RL |
| Mike Armstrong, Pantex | Jessica Vasquez, WIPP |
| Valerie Anderson, ORISE | Hector Saldana, WIPP |

Highlights:

Welcome Back, Selecia!

We are very glad that Selecia Leonard, Safeguards and Security Awareness Program Manager at Oak Ridge Operations, has returned safely from Iraq. Selecia spent the past several months working as a DOE civil servant supporting the Ministry of the Interior on payroll and other issues. Selecia reported she traveled throughout the country - sometimes by Blackhawk helicopter - to interface with border patrols and the Iraqi police. We hope that Selecia can sometime share some of her experiences with us.

SASIG Steering Committee Meeting in Kansas City

Members of the Steering Committee will meet for a 2005 SASIG Workshop planning session on January 19 – 20, 2005 at the Kansas City Site Office. Laurel Hautala, who is hosting, advised attendees to bring their DOE badge. Several Steering Committee members have indicated they would be able to attend. In addition to finalizing plans for the workshop, we expect to discuss Safeguards and Security Awareness Quality Panel (SSAQP) issues related to the draft S&S streamlined directives.

2005 SASIG Workshop and Meetings

Planning continues for the SASIG Workshop, SSAQP meeting, and Steering Committee meeting to be held April 19-21 in Seattle. Christina Holbrook will make arrangements for us at the Boeing Company, including reserving a meeting room. She will also contact a keynote speaker from the local area.

Workshop presentations will include: Unclassified Foreign Visits and Assignments (Jennifer Emanuelson, SO-20.2); Counterintelligence – specifically, terrorism and counterterrorism (Mark Hanneman, DOE’s Northwest Regional Counterintelligence Office); ISSM implementation at LLNL (Robert Park); Human Reliability Program (Dr. Jerry Eisele, ORISE); DOE’s tracking system for incidents - ITAC, (Mike Schwartz, PNNL); and Tools of the TRADE by the Sandia Site.

We are asking for volunteers to step forward and share their S&S Awareness Programs in Tools of the TRADE presentations. We especially encourage new members of our SASIG to share their programs. Presentations can include sample briefings (stand-up, PowerPoint, video, etc.), a discussion of promotional activities for S&S Awareness, and any new and innovative approach to S&S Awareness. For additional information, please contact Sylvia Lovelett at slovelet@pantex.com.

SASIG's 20th Anniversary

The 2005 Workshop marks the 20th 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 plan some special events and displays to commemorate the 20 years. We are looking for old photographs, TRADEing Post items, brochures, etc., from past workshops. If you have something to share, contact Valerie Anderson.

New SASIG Website

ORISE has completed the redesign and programming for the SASIG Website. A feature of the new site is a section for S&S Awareness resources, which can include posters, sample newsletters, briefings, etc. These resources would be downloadable. We can also post videos if submitted in digitized format (Windows Media). Other sections of the site are: membership; overview of the SASIG (what we are, mission and history); steering committee activities, to include conference call minutes; the SSAQP; and a password-protected "Ask the SASIG" section for posting questions and answers about issues of interest to our group. "Ask the SASIG" will be password-protected and limited to SASIG membership. We are making final changes to the site, and we will let you know when it is ready to access. We'll also tell you how to submit materials for the Resources section.

Amparo Henderson will be the Website's administrator. The old site remains accessible during this transition period.

ISOO Survey

The Information Security Oversight Office is conducting a survey of Federal and contractor personnel re use of the SF-312, Classified Information Nondisclosure Agreement. ISOO is planning to revise the SF 312 Briefing Booklet to incorporate several changes to applicable statutes and regulations. ISOO is also revising a video and training material on use of the SF-312.

If you have not had a chance to complete this short survey, please take a few minutes to answer the questions contained in an e-mail sent to our SASIG Listserv on Thursday, Nov. 18. Loren Evenson would like your responses no later than November 22 so he can compile the results to send to ISOO. The deadline for response is closing in; therefore, for those who did not receive the survey, the questions are listed below:

[ISOO Survey on SF-312]

1. Do you use the existing booklet to assist with the SF 312 process?
2. If not, would you use it if it were updated and re-issued?
3. Would it be better if it was re-issued in two parts?
(For example, Part 1 might contain the statutes and regulations while Part 2 might contain the list of Frequently Asked Questions (FAQ). Part 1 could be made available to just those who ask for it, while Part 2 could be given to everyone when they are asked to sign the SF 312.)
4. How many handouts or booklets would you need in the course of one year?
5. Do you use the SF 312 training video? If not, would you consider using it if it is re-designed and re-issued?
6. Do you have any suggestions concerning SF 312 training materials?

Please e-mail your responses to loren.evenson@hq.doe.gov. Loren said that he is particularly interested in any suggestions you have on training materials (Q #6).

Nondisclosure Agreement for Sensitive but Unclassified Information

Loren reported that the Department of Homeland Security (DHS) is requiring all Federal and contractor employees to sign a nondisclosure agreement for sensitive, unclassified information. There is no indication that DOE will require such an agreement.

Rocky Flats Termination Video

Copies of the termination video that was developed by Rocky Flats are being made available by the RFETS contractor. This video, developed for employees of a plant undergoing closure, was presented at our last SASIG Workshop by Clarice Bruce. Janice Leyba, who has taken over Clarice's responsibilities for the program, provided a contact for the Kaiser-Hill video production group. If your site would like a copy of this video, send an e-mail with your request and mailing address to: jeanna.blatt@rfets.gov. If you have any questions about the video, you may contact janice.leyba@rfets.gov.

Request for Site Personal Cellular Phone Policy

Mary Fallaw, Savannah River Site, has requested the SASIG's assistance in gathering information on personal cell phone policy at sites. She is conducting a survey throughout the DOE/NNSA complex to determine if sites share a common policy on the use of personal cell phones. She is asking for your responses to the following:

1. What policy/requirements are reflected on the overall/general use of personal cellular telephones at your site? (General Site, Property Protection Area)
2. What policy/requirements are in place for the detection of personal telephones within a Limited Area or higher? (procedure/guidelines, special memos, etc.)

Mary would appreciate hearing from you. Please e-mail your responses mary.fallaw@srs.gov.

Request for Policy/Procedures on "Lost, Forgotten, and Non-Returned" Badges

Jessica Vasquez, S&S Awareness manager at WIPP, has asked for the SASIG's help in accounting for and controlling badges for employees who repeatedly lose or forget their

badges. She would appreciate any policy and procedures that are working well for you. She said the return of terminating employee badges is a particular problem. A caller said that this latter problem can be remedied by a contract provision that fines the contractor \$250 for every badge not returned. You may e-mail Jessica at:

Jessica.vasquez@wipp.ws.

Proposed Revision for SF 86, Questionnaire for National Security Positions

Loren reported that SF 86 is undergoing extensive revision. Questions of a personal nature, which some might consider invasive, may be added to the form; for example, applicants may be asked to describe the type and circumstances of personal interaction with foreign nationals while on travel. The form is being revised in the interests of making better access eligibility determinations, but another stated purpose is to make people aware of matters that are of interest to security. Loren will keep us updated on the progress of this revision.

Next Conference Call

The Steering Committee call for December will be on Thursday, December 9, at 1:00 p.m. ET. The call is scheduled for the second week of the month to accommodate the holidays. The call number is 301-903-6064.