

**SASIG Steering Committee
Conference Call
December 9, 2004**

Participants:

Loren Evenson, SO-10.1	Kris Inskeep, INEEL
Sylvia Lovelett, Pantex	Chet Braswell, Hanford
Rob Ambrose, NTC/CTA	Bo Bohman, AL OST
Laurel Hautala, KCSO	Deborah Manning, NV
Selecia Leonard, ORO	Janice Leyba, RFETS
Joyce Jenks, ID	Charles Montoya, SNL-NM
William Husser NNSA-AL	Fran Armijo, SNL-NM
Jessica Vasquez, WIPP	Addie Templeton, BPA
Valerie Anderson, ORISE	

Highlights:

SSAQP and SASIG Steering Committee Meeting in Kansas City

Members of the Safeguards and Security Awareness Quality Panel (SSAQP) and SASIG Steering Committee will meet on January 19-20, 2005 at the Kansas City Site Office. The SSAQP will discuss issues related to the draft S&S streamlined directives. The Steering Committee will finalize plans for the 2005 SASIG Workshop.

2005 SASIG Workshop and Meetings

The SASIG Workshop will be held April 19-20 in Seattle at the Boeing Company. Several workshop presentations have been tentatively scheduled, representing a variety of security awareness-related topics. Christina Holbrook, our Steering Committee member at Boeing, will be contacting a keynote speaker from the local area. The SSAQP and Steering Committee will hold meetings on April 21.

We have invited Tina Williams from the Information Security Oversight Office (ISOO) to give an update on SF-312 training materials and talk about ISOO initiatives. We have also added a Tools of the TRADE talk by Chet Braswell. Valerie will have a draft agenda ready for the Steering Committee at the January meeting. She will call all speakers to confirm presentations and the amount of time they would need for their presentations.

Sylvia Lovelett encouraged all who are planning to attend the Workshop to bring security awareness materials for TRADEing Post. Exhibits are especially appreciated, but if you are not able to bring a display, we would like you to consider handouts or other materials to share. At the 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.

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 are planning some special events and displays to commemorate the 20 years. We are most interested in any old photographs, TRADEing Post items, brochures, etc., from past workshops. If you have something to share, contact Valerie or Sylvia.

S&S Awareness Issues

A caller expressed concern about posting the Comprehensive Briefing on a Website that would have general access; and asked what parts of a briefing we can share. It was pointed out that an Comprehensive Briefing covering the required contents is probably not classified or Official Use Only (OUO). Of course, it can become classified or OUO if the briefing becomes very detailed on certain topics or in illustrations. For example, a briefing on badging requirements is not OUO, but if it is illustrated with a high-resolution photo of a badge, the illustration would be OUO because it could be used to forge a badge. Rather than a photo of a badge, a cartoon of a badge could be used to avoid the OUO violation. Before any information is posted on a Website, it should be reviewed for classified and OUO information.

We discussed a “security tool card” for new site employees and supervisors to use to find S&S Awareness information on-line. One caller talked about his site’s internal Internet on which broad topics such as Safeguards and Security are broken down into sections for easy access to specific information. Also, a search feature is a useful tool. The Hanford site features “Security Ed” challenges, which are designed as a game for employees to enjoy and at the same time educate them. The challenge topics change each week. By giving information in “chunks” rather than all at once, employees are not overwhelmed with information they may not remember. The weekly challenges have proven to be an effective security awareness tool.

New SASIG Website

ORISE has designed an expanded SASIG Website. The new site has a section for S&S Awareness Resources to be used for posting of S&S Awareness materials such as posters, sample newsletters, briefings, etc. After the first of the year, we will let you know how to submit materials for the Resources page. Other sections are: Membership; Who We Are, an overview of the SASIG (mission objectives and history); What We Offer (workshop, Listserv); Annual Workshop; Steering Committee activities, to include conference call minutes; SASIG Products; SSAQP; and an “Ask the SASIG” section for posting questions and answers on issues of interest to our group. “Ask the SASIG” is set up to be password-protected and limited to SASIG membership (a password request is available in the section). To view the new site, go to: <http://www.ornl.gov/sasig>. Amparo Henderson will be the Website’s administrator. The old site remains accessible during this transition period.

Nominations for the Steering Committee

Loren Evenson encouraged SASIG members to submit nominations for the Steering Committee. Anyone who has participated in our workshops and Steering Committee conference calls, has made workshop presentations, or served on special task groups is a candidate for membership. The nomination form is available on the SASIG Website under Steering Committee. We also ask nominees to have their management sign a Statement of Support (also available on the Website) so that members may attend SASIG workshops and meetings. Nominations for new members will be considered at the SASIG Steering Committee meeting in April.

Next Conference Call

The Steering Committee call for January will be on Thursday, January 20, at 1:00 p.m. ET. The SC will be meeting at the Kansas City Site Office, and the call will be part of our meeting. Plan to join us. The call number is 202-287-1019.