

SASIG Steering Committee Meeting
Hotel InterContinental, New Orleans, Louisiana
April 15, 2004

Participants

Rob Ambrose, NTC/CTA
Valerie Anderson, ORISE
Clarice Bruce, RFETS
Loren Evenson, SO-10.1
Cindy Farinholt, NV
Ann Marie Griego, SNL/AL
Kaye Hall, Kirtland
Christina Holbrook, Boeing Co.
Kristine Inskeep, INEEL
Jeanette Lee, KCP
Sylvia Lovelett, Pantex
Wayne Morris, NV
Kent Oelrich, LLNL
Virginia Reams, NNSA OAK

Highlights

The SASIG Steering Committee met on Thursday, April 15, 2004, following the DOE Safeguards and Security Awareness Quality Panel (SSAQP). Virginia Reams, Chair, presided.

2005 SASIG Workshop and Meeting

Members of the SSAQP selected the location for the 2005 SSAQP meeting, SASIG Workshop, and SASIG Steering Committee meeting: Seattle, Washington, with the Boeing Company as host. A date is still to be determined, but most likely it will be sometime in April. Christina Holbrook, our Steering Committee member representing Boeing, offered use of the Boeing conference facility for our workshop and meetings. More information will be provided later.

Review of Charter

The annual review of the SASIG Steering Committee charter resulted in the following changes that were approved by the Steering Committee members present:

- All references to “security education” will be deleted. References will read, “safeguards and security awareness,” or “security awareness” depending on context. “SASIG” will replace “SE SIG.”

- All references to the SASIG’s sponsoring organization, SO-112, Personnel Security Policy, were changed to SO-10.1, Office of Safeguards and Security Policy to reflect the recent reorganization at DOE HQ.
- References in “Objectives” and “Deliverables” to “Safeguards and Security Awareness Coordinators” were changed to “Safeguards and Security Awareness personnel” to be more inclusive of who SASIG serves.
- All references to the former Nonproliferation and National Security Institute (NNSI) were changed to reflect its new name, the National Training Center (NTC).
- Under “Deliverables,” first paragraph, the third sentence was changed to read, “SASIG product development is funded through SO-10.1, in collaboration with other sites.”
- Under “Structure,” the first sentence describing the make-up of the Steering Committee was amended to include a Steering Committee Vice-Chair, elected by majority vote for a three-year term.
- Under “Structure,” last sentence, and “Membership,” first sentence, the descriptions of members were amended to include “NNSA.”
- Under “Meetings,” the following words were deleted at the end of the first sentence: “on the third Thursday of the month at 1:00 p.m. Eastern Time.” Note: We will continue to designate the third week for the Steering Committee conference calls; however, there are occasions when this time is changed to accommodate special circumstances such as the Safeguards and Security Awareness Coordinators Training at the CTA and end-of-year holiday leave.

Nominations and Election

Three current members of the Steering Committee expressed interest in continuing to serve on the committee. Each submitted a nomination form, and by unanimous vote, the following individuals were re-elected for a three-year term:

- Cindy Farinholt, Nevada Site
- Jeanette Lee, Kansas City Plant
- Wayne Morris, Nevada Site

Effective at the end of the 2004 Workshop and Meeting, Virginia Reams resigned as Chair of the Steering Committee after serving one year of her term. Her resignation was due to upcoming employment changes at her site. Nominations for Chair were taken from the floor, and two persons were nominated: Sylvia Lovelett and Kent Oelrich. After discussion, Sylvia was elected Chair for a three-year term.

The Committee then held an election for Vice-Chair. Wayne Morris was nominated and unanimously elected Steering Committee Vice-Chair for a three-year term.

2004 Workshop Evaluations

In planning the next workshop, the Steering Committee reviewed attendees' Evaluation Form comments to develop a preliminary agenda and address any areas for improvement. The overall evaluation for the 2004 workshop was very positive. Several people commented on the excellent agenda that was relevant to their jobs and brought them new information. The Steering Committee identified the following areas for improvement:

- Decrease time delays between presentations.
- Request that speakers send their presentations to ORISE ahead of time to be loaded onto the laptop computer. Note: Because our 2005 workshop will be held in a Boeing Company conference room, we understand we will have tech support to help us stay on schedule and assist speakers with their presentations.
- Allow enough flexibility in the schedule for speakers who generate questions or discussion to continue beyond their allotted time.
- Allow speakers whose start time is delayed for whatever reason at least as much time as was originally scheduled; time should be allowed even if it involves delaying lunch or end-of-day break.
- Give speakers some standard presentation tips (such as discourage reading of slides).
- Establish a minimum font size for PowerPoint presentations so that text projected on-screen can be read from the back of the room.

Proposed Topics for 2005 SASIG Workshop

Based on the Evaluation Form comments and group discussion, the following topics were proposed for 2005:

- Counterintelligence
- OOU/UCI
- FV&A
- Security incident reporting, with focus on the Incident Tracking and Analysis Center (ITAC), a tracking system now being pilot-tested at Headquarters and five contractor sites
- ISSM with a focus on "success stories"; for example, a presentation that reflects successful communication/implementation of ISSM.
- Open Forum – suggestion: On the first day of the workshop, solicit topics for discussion and provide 3x5 cards to write topics on and give to the Moderator. Open Forum should be a little longer, perhaps 45 min. at end of first day, or two sessions might be considered (hold an Open Forum on both days).
- Tools of the TRADE
- Workplace Violence
- OA – I&E, focusing on audits of the S&S Awareness Program

- HRP
- Small group activity, perhaps scheduled earlier in the day. This activity might be expanded to longer than one hour, depending on topic selected for next year's workshop.
- HQ presentation: "hot topic" of the time

An additional suggestion was to have a "video hour" devoted to showing various videos from sites (not necessarily tied into a specific presentation).

For the Keynote, Christina Holbrook will assess local resources and availability of speakers. A theme for the next workshop might be, "Focus on Prevention," which we heard about in speaker presentations this year.

Beyond the immediate Seattle area, other resources we should pursue to assist with the workshop include Bonneville Power Administration (Oregon), and Richland/Hanford/PNNL.

The Ice Breaker pre-session event should be part of future workshops. A suggestion was made to play a game of "Trivial Pursuit" at the next Ice Breaker.

SASIG Taskings

The SSAQP identified the following taskings for the SASIG:

- The workshop's group activity to develop a refresher briefing for cleared off-site personnel will be completed by a Special Task Group. Kaye Hall is compiling results of the activity with the assistance of Ann Marie Griego.
- The S&S Awareness Handbook, last revised in 2003, will be updated with directives published in the last year. This updating will be completed before the S&S Awareness Coordinators Training at the CTA in July. After the streamlined directives are published, a Special Task Group should review and update the entire Handbook.
- The OA Personnel Security Inspectors Guide is undergoing revision, including consideration of SASIG's extensive comments on the S&S Awareness Program inspection guidelines. When the draft revised guide is ready for comment, we will form a Task Group to review the guide.

The CMPC representative requested input from anyone in the Security Awareness community who has recommendations on improvements to CMPC directives.

S&S Awareness Coordinators Training Survey

SASIG surveyed the 2003 S&S Awareness Coordinators Training students several months after completion of the course to determine if the course had met their on-the-job needs. This survey was developed by an SASIG Task Group. A copy of each completed survey and a compilation of the responses was presented at the SSAQP. Steering

Committee members were asked to review the documents and be prepared to discuss them on a future conference call.

S&S Awareness Coordinators Training Job Analysis

The SSAQP members participated in a job analysis to be used in validating the curriculum for the S&S Awareness Coordinators Training. There may be tasks related to this project that will require an SASIG Task Group in the coming year.

Discussion of Future Direction/Goals for the SASIG

The Steering Committee recommends that the SASIG expand its role as a resource for S&S Awareness information. Sharing our programs and information is one of our strengths. Some information can be posted on a resource page on the ORISE Web site and other information sent by e-mail to our call group. We will work toward determining what we can post and what would be best distributed by e-mail. Regardless, increased networking among our members should be a goal.

Developing Informational Materials and Products

The SASIG Charter was amended to open the door for collaboration with sites on developing products – to make use of others' resources to create a product that would be used by SASIG members. A product developed with funds from a particular site would be that site's product, but we could note it was developed with assistance from the SASIG membership. We might ask if anyone is working on a project that other sites could help with, or make use of. We will plan to talk about this in future conference calls.

Next Conference Call

The SASIG Steering Committee will hold a monthly conference call on Thursday, May 20, at 1:00 p.m. EDT. The call number is: 301-903-6056.