

**SASIG Steering Committee  
Conference Call  
June 17, 2004**

**Participants:**

Mary Gallion, SO-10.1	Rob Ambrose, NTC/CTA
Sylvia Lovelett, Pantex	Clarice Bruce, RFETS
Kent Oelrich, LLNL	Janice Leyba, RFETS
Laurel Hautala, KCSO	Chet Braswell, Hanford
Tina Hartley, SRS	Gail Duncan, Hanford
Marrine O'Conner, SRS	Sybil Cook, SRS
Joyce Jenks, ID	Charles Montoya, SNL/NM
B.J. Voveris, NNSA AL	Margaret Tibbetts, SNL/NM
Judy McGurn, OST AL	Valerie Anderson, ORISE

**Highlights:**

We welcomed Mary Gallion, SO-10.1, who works with Loren Evenson in Personnel Security Policy. Mary joined our call to answer questions and take our comments on the draft S&S Streamlined Directives. We also welcomed several new call participants: Gail Duncan, a summer intern in communications working with Chet Braswell at Hanford; Janice Leyba, who is working with Clarice Bruce at Rocky Flats and will assume Security Awareness Coordinator responsibilities when Clarice leaves at the end of September; B.J. Voveris, who has replaced Tina Vialpando at NNSA Service Center; and Judy McGurn, from the Office of Security Transportation, AL. We also want to note that Charles Montoya is the new Security Awareness Coordinator at SNL/NM, assuming the duties of the late Ann Marie Griego. Margaret Tibbits assists Charles in carrying out the site's S&S Awareness Program.

***2005 SASIG Workshop and Meeting***

The 2005 SASIG Workshop and Meeting will be held in Seattle, April 19 – 21, with the Boeing Company as Host. Christina Holbrook is our SASIG Steering Committee point-of-contact for the workshop. The workshop sessions and TRADEing POST will be held in a Boeing conference facility. We will plan an "ice-breaker" to be held off-site for the evening of April 18.

Workshop Agenda

Sylvia Lovelett led a discussion of the workshop agenda. She asked for people to begin thinking about Tools of the TRADE presentations. If you have something you would like to share, you may contact any of our Steering Committee members. (Note: Our Steering Committee is a good resource for presentations. Any one of them would be happy to discuss your ideas with you.)

For the next workshop, LLNL has offered an ISSM presentation. Since 2002, ISSM has continued through planned phases of implementation at LLNL. Kent Oelrich, who spoke

in past workshops about ISSM, said the current ISSM Manager would like to share with us the many new ISSM initiatives being put into place at LLNL.

### ***Proposed Video from Hanford***

Chet Braswell said that Richland Operations and Hanford are planning to produce a new video that would be made available to other sites. The video would be produced in a similar way to “Security Ed and the Plight of the Missing Badge,” which has received accolades from those who have used it. Chet said feedback from sites indicated that production of another video by Hanford and Richland Operations is warranted based on probable use around the complex. The new video would focus on OPSEC Awareness.

Chet asked for input on what we’d like to see in this video. He said that scenes are being planned for three locations: a high-tech environment (laboratory), an office area (involving a delivery), and a construction site. Chet is looking for ideas to incorporate into a script that would show OPSEC challenges, e.g., the kinds of vulnerabilities that would likely be encountered. Suggestions included: sending of classified e-mail; leaving a safe open, especially if a person’s normal routine is interrupted, and escorting. To the extent possible, ISSM principals should be incorporated. If you have ideas on OPSEC Awareness that would relate to these three locations, please e-mail your responses to Chet at [c\\_e\\_chet\\_braswell@rl.gov](mailto:c_e_chet_braswell@rl.gov).

### ***Draft S&S Streamlined Directives***

The Safeguards and Security Streamlined Directives are now available for review and comment (they are not on RevCom). Our Advisor, Loren Evenson, has encouraged us to read these and asked us to be ready to discuss the directives on this conference call.

The group noted that the “streamlined” S&S Awareness Program, Atch 2, Part 2, Section K, has indeed been pared down. Much of the detail of the current program in DOE M 470.1-1. has been taken out. A major change is that the appointment of a Security Awareness Coordinator is no longer a requirement. An “unknown” seem to be how the removal of this requirement would affect training. Rob Ambrose expressed concern about lack of structure for training requirements for all security programs. One person voiced concern that having less in the Order may mean that fewer site resources will be committed to the program. A question we should think about is, Will the program function responsibly if HQ takes out structure and guidance; and, in particular, does not require someone to be “in charge” to ensure program requirements will be carried out?

Mary Gallion encouraged us to send our comments to DOE on these draft directives. She said that the upcoming issue of DOECAST will provide information on the comment period. We understand that HQ has now extended the due date to July 30 for submission of comments. If you have any questions, we suggest contacting your DOE Directives point-of-contact or site Security organization who can provide a CD containing the directives. It is important for us to continue to read and understand what is in these directives while they are in draft. In submitting your comments, you may use an Excel spreadsheet that is available on the CD, or feel free to e-mail your comments directly to

Loren, who will pass them on. Loren's e-mail address is [loren.evenson@hq.doe.gov](mailto:loren.evenson@hq.doe.gov). Now is the time for members of the SASIG to "stand up and be counted."

One caller pointed out that having directives with less structure may be an opportunity for the SASIG to put together general guidance to help sites with their programs. On the training issue, Rob Ambrose said the SASIG might provide greater input into what should be included in any training (in the absence of directives-driven structure).

### ***S&S Awareness Coordinators Training – CTA***

The S&S Awareness Coordinators Training class is scheduled for the week of July 12. Rob expects 12 persons to attend, with the possibility of a few more. We are pleased that members of the class will be able to participate in our SASIG conference call that week. Before the class meets, we will update references in the S&S Awareness Handbook with applicable directives that have been issued during the past year. Also, Valerie will send Rob packets with the newly designed SASIG covers and spines for the handbook. These were made available at the SASIG TRADEing POST at the spring workshop. If you were unable to be in New Orleans and would like a replacement cover for your handbook, please e-mail Valerie. We have a limited number left (before another printing) and will be glad to distribute these on a first-come basis.

### ***Other***

#### OA Personnel Security Inspectors Guide Task Group

Sylvia brought up that the SASIG Task Group formed to review and comment on OA's draft Personnel Security Inspector's Guide, Section 4, S&S Awareness Program, has been asked to provide comments on a draft revision, issued June 2004. We understand that OA incorporated most of the comments submitted earlier by the group. Task Group members are: Kaye Hall, Kirtland; Mary Fallaw, SRS; Sylvia Lovelett, Pantex; Virginia Reams; NNSA Oakland; and Kris Inskeep, INEEL. Loren has asked for comments by June 24. If anyone in this group sees a need for a conference call, please contact Loren (who serves as Chair) and we can set up a call. We will notify SASIG members when the guide is issued by OA.

#### Conference Call Schedule

Sylvia asked whether the current day of week/time for our Steering Committee conference call works for people. These calls are scheduled for Thursday at 1:00 p.m. and are normally held the third week of the month. Those on the call agreed we should not make any changes at this time.

#### 2004 SASIG Workshop Highlights

Look for the remaining 2004 SASIG Workshop Highlights to be put on the Web site shortly. We will let you know when these have been posted.

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

Our monthly Steering Committee call will be on Thursday, July 15, at 1:00 p.m. EDT. We will welcome members of the CTA S&S Awareness Coordinators Training class. Call number is 301-903-6098.