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Recruitment for the Department of Safeguards

Donna Occhiogrosso

The following positions are being advertised by the IAEA Department of Safeguards:

Sr. Inspector for State Level Coordination (P-5) (2 posts)

Division of Operations A
Vacancy Notice No. 2006/067
Deadline: February 22, 2007
Published Salary: \$70,742

Sr. Inspector for Implementation Coordination (P-5) (3 posts)

Division of Operations A
Vacancy Notice No. 2006/068
Deadline: February 22, 2007
Published Salary: \$70,742

Nuclear Instrumentation Engineer (P-1)

Section for NDA Systems & Seals
Division of Technical Support
Vacancy Notice No. 2007/900
Deadline: March 8, 2007
Published Salary: \$32,599

Mission Requirements for USSP Visitors

Susan Pepper

People traveling to Vienna under USSP funding are reminded that they must check in with Barbara Hoffheins during their visit. Since some visitors have not been complying with this requirement, ISPO is

requesting that travelers contact Ms. Hoffheins to arrange a meeting, prior to beginning their assignment, either before leaving the United States or upon arriving in Vienna, and before beginning work at the Vienna International Center. This requirement will be strictly enforced. Failure to comply may result in the traveler not getting permission for future visits or the SSTS' refusal to fund future tasks at the traveler's organization. Ms. Hoffheins can be reached in her office at 011 43 1 31339 4747, on her cell phone at 011 43 664 833 3932, through her administrative assistant Theresa Michna at 011 43 1 31339 4748, or by e-mail at Hoffheins@bnl.gov.

Introduction of the New ISPO Information System (IIS)

Al Queirolo

ISPO is responsible for the day-to-day technical and administrative management of the U.S. Support Program to IAEA Safeguards (USSP). ISPO performs this service at the behest of the Subgroup on Safeguards Technical Support (SSTS). Clear communication in a complex program such as ISPO is important. Given the large group of participating organizations and personnel, a web-based information system designed to collect and synthesize information was iden-

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managed for the U.S. Department of Energy by Brookhaven Science Associates,
a company founded by Stony Brook University and Battelle

tified as a critical tool to support the effective and cost-efficient management of the program. Since it is important to disseminate information about the program in a timely and efficient manner, as well as reach a wide audience, ISPO decided to build a system that would help address these challenges and strengthen the program.

ISPO worked with the Information Systems Analysis and Development (ISAD) team at Los Alamos National Laboratory (LANL) to identify system requirements, chart the business processes, and develop a system model. The ISAD team translated the requirements document and system model into forms, queries, and active information system components. The new system which will debut in February offers several benefits:

- All project information follows set criteria and format, and is accessible to all program participants concurrently
- Enables users to benefit from the knowledge gained from the program, to avoid redundancy and duplication of effort, and to ensure timely dissemination of programmatic information
- Improves confidence-building aspects, to build stronger relations, and to share information on many different levels. Participants are effectively coordinating information and program operations
- Supports coordination within the US inter-agency community
- Encourages and supports collaborative problem solving, research and development, and efficient program operations
- Can be scaled to an unlimited number of users
- Provides user identification, access control lists, and password protection, as well as encryption
- Information is protected on five different levels and has the ability to present information that is unique to each user.

There are several modules within the system. Each module is designed to address a specific

area of the ISPO program. Users will have access to the different modules based on their approved access level. For example, POTAS Coordinators and their designees will be able to submit proposals for incoming requests, update financial information, and submit capsule summaries for their organization. Access control and unique user accounts will allow participants to edit their information, save their work, exit the system, and return to their work at a later date. Multiple changes can be made to information before it is submitted to ISPO for review. ISPO Task Monitors will have access to all project/task information and correspondence in one place. In other areas of the system, ISPO recruiters will have access to candidate resumes, personal history forms, and qualifications.

As the system approaches its debut, participants will begin receiving account information from the ISAD team. Each participant will be asked to acknowledge their security responsibilities by signing and returning a user security profile. Once the profile has been received, the ISAD system administrator will send a unique username and password. Passwords can be changed by participants once they access the new system. If you are interested in accessing the new information system, please contact the POTAS Coordinator from your organization or a member of the ISPO team.

IAEA Staff Changes

Susan Pepper

Consultant Jonathan Essner left the IAEA on January 26 for an assignment at Lawrence Livermore National Laboratory (LLNL). Mr. Essner began working with the IAEA's Information Analysis Unit as an intern after graduating from the Monterey Institute for International Studies. Mr. Essner stayed on at the IAEA as a consultant through LLNL and then through Brookhaven National Laboratory, after completing his internship. ISPO wishes Mr. Essner the best of luck in his new job.

Adam Shephard began his assignment as a Junior Professional Officer with the IAEA on January 8th. Mr. Shephard is assigned to the Division of Safeguards Technical Support, where he is providing support to the Resident NDA Unit. He is a masters candidate in the

Department of Nuclear Engineering at Texas A&M University.

The Department of Safeguards is undergoing a reorganization, which will be officially announced shortly. ISPO has learned that Andrew Hamilton, formerly the Support Program Officer, will be the Acting Section Head of a newly formed Section for Technical Support Coordination. Vera Firbasova will fill the position of Unit Head for Support Program Coordination.

Country Clearance Cable (CCC) Instructions for POTAS Travel

The creation of POTAS Country Clearance Cable requests in the National Nuclear Security Administration Travel Information System (NNTIS) continues to cause some confusion. The following is a list of basic instructions that should make this task less confusing:

- When creating the Travel Request (TR) in the NNTIS, you must select “Vienna-Austria-IAEA” as the destination, and “POTAS” as the primary project.
- After your TR has been approved, select the “New CCC” tab to continue. You must select “Austria-POTAS-IAEA” from the drop-down list under TEMPLATE. If you don’t have access to this template, please request access at:

<https://nnsa-server.ornl.gov/registration.nsf/Menu?OpenForm>

- Click on “Auto-Calc Fields” and do not change any information that populates the fields. This information is accurate and is needed for the proper routing of the CCC.
- Under “Purpose of Travel” (#2), please provide a brief summary of the reason for the travel. The two statements “*Funding for this travel has been approved by the SSTS.*” and “*This work is being performed under POTAS Task # *.*” should be the last two sentences in this section.

*The correct POTAS Task Number under which the traveler is performing the work must be included.

- For the “Points of Contact” (#3), list the name, affiliation, and phone number for the

IAEA person that the traveler will be working with, and the lodging name and phone number for the evening contact.

- The “Proposed Itinerary” (#4) should start with the date the traveler arrives in-country and list the itinerary for their entire trip up to the date they depart. If personal time is used, indicate the date(s) with the comment “personal day(s)”.

Sample itinerary:

01/22/2006: Traveler arrives in Vienna.
01/23–1/27/2006: Traveler works as consultant at the IAEA.
01/28 – 01/29/2006: Weekend – personal time.
01/30/2006: Traveler departs Vienna for the U.S.

NNTIS website address:

<https://nnsa-server.ornl.gov/Travel>

If you have any questions concerning any part of this process, please feel free to contact: Nedy Santiago at santiago@bnl.gov or 631-344-2221.

Upcoming Meetings

Susan Pepper

The following meetings and events will take place during 2007:

USSP Annual Task Review, Vienna, March 26-28, 2007 – In preparation for the USSP Annual Meeting, ISPO and the IAEA will meet in Vienna to review active tasks and outstanding requests.

USSP Annual Review Meeting, Vienna, June 4-8, 2007 – ISPO and the SSTS will meet with the IAEA to discuss ongoing safeguards projects and discuss future needs. Plans are also being made for a short workshop on equipment development as part of the review meeting. USSP Contractors are invited to participate in the meeting at their own cost.

INMM Annual Meeting, Tucson, AZ, July 8-12, 2007