



## SASIG Conference Call May 15, 2008

### **Participants:**

Anderson, Valerie, ORISE	Lovelett, Sylvia, Pantex
Bodin, Drew, NSO	Lowery, Paul, SPR
Bo Bohman, AL-OST	Marino, Layne, NSO
Braswell, Chet, Hanford	Montoya, Charles, Sandia-NM
Cook, Rhonda, SRS	Scheller, Gloria, NNSA Pantex
Cross, Nancy, Y-12	Smith, Rick, SRS
Gallion, Mary, HS-71	Stottler, April, HS-61
Grames, Dawn, NNSA Pantex	Swiger, Brenda, HS-1.31
Holbrook, Christina, Boeing Company	Willis, Carmen, Y-12
Inskip, Kristine, INL	Womble, Sandy, ORISE
Jowers, Don, SRSO	Wyatt, Louise, ORISE
Jenks, Joyce, DOE Idaho	

### **Opening**

Kristine Inskip, Steering Committee (SC) Chair, welcomed the callers and thanked all who dialed in. Kristine announced that the next National Training Center (NTC) course for Security Awareness Coordinator Training will be held July 21 – 25, Monday – Friday, (four and one half days) in Albuquerque. For more information on the training, you may contact the instructor, Laura Vieira, at [lvieira@ntc.doe.gov](mailto:lvieira@ntc.doe.gov). The SASIG may schedule its July call that week to include class members. The NTC will get back with us about holding the call during the class.

### **DOE Report/Discussion of SSAPP Meeting**

Mary Gallion, DOE Advisor, updated the callers on the Safeguards and Security Awareness Policy Panel (SSAPP) meeting, held on April 28 preceding the SASIG Workshop. Goals for the new policy panel initiative include:

- Identifying policy issues;
- Getting input on new policy initiatives;
- Supporting special interest working groups, such as the SASIG; and

- Enhancing communication between the security policy staff, HQ program offices, and field organizations, both Federal and contractor.

Mary listed the seven HQ policy panels and chairs for each: ProForce (Al Nettlingham); MC&A (Jim Crabtree); Security Awareness (Mary Gallion); Program Planning and Management (new) (Mary Gallion); Physical Security/Systems (new) (John Cronin); Information Security - TSCM/OPSEC/CMPC (Carl Piechowski); Safety and Security (new) (chair to be named jointly from HS-10 and HS-70). All the panels are seeking volunteer members. Mary asked our group to pass the word to others at our facilities/sites who might like to serve on one of the HQ policy panels. Anyone interested in serving on a policy panel should contact Rick Faiver, HS-71, policy panel POC, at [richard.faiver@hq.doe.gov](mailto:richard.faiver@hq.doe.gov). Persons are asked to provide their name, site, phone number, e-mail address, and specific policy panel they wish to serve on. Mr. Faiver will, in turn, contact the respective policy panel chairs.

At the April 28 meeting, the SSAPP decided to continue to work under a Charter, but one with less formal procedures. SSAPP members revised the Charter for the former Safeguards and Security Awareness Quality Panel (SSAQP) to reflect new guidance from DOE. The new policy panel will emphasize policy, and shaping of directives and requirements. We will be posting the Charter on the SASIG Website under the SSAPP (formerly the SSAQP).

### ***Revision of DOE M 470.4-1***

The SSAPP discussed the revision of DOE M 470.4-1, *Program Planning and Management*. Mary indicated the manual is being reorganized, will emphasize basic requirements, and will be shorter and more readable. The current thinking is that the new DOE manual will have three sections:

- A Planning section that includes Vulnerability Analyses (VA) and Safeguards and Security Plans (SSP);
- An Implementation section that includes security awareness, day-to-day implementation activities; FOCI, and facility clearances; and
- An Evaluation and Feedback section with information about site surveys, incidents of security concern and the related Impact Measurement Index reporting

requirements, deviations, and plans/information that sites can use to see what is working and what isn't.

Mary reported that a draft of the full Manual is on hold while the Design Basis Threat and the Department's planning approach is studied; however, the security awareness chapter, Part 2, Section K, is available for informal review. Comments should be sent to Mary at [mary.gallion@hq.doe.gov](mailto:mary.gallion@hq.doe.gov). If you would like to review the draft Part 2, Section K, *Safeguards and Security Awareness Programs*, please contact Louise Wyatt at [louise.wyatt@orise.orau.gov](mailto:louise.wyatt@orise.orau.gov) and she will e-mail you a copy of the draft chapter.

### ***Subject Matter-Related Classification Awareness Briefings***

Mary indicated that there is a new requirement for subject matter Classification Awareness Briefings (DOE O 475.2) with the intent to ensure that people working in classified subject areas receive a subject matter-related briefing to help them better understand what might be classified as they work. Supervisors of personnel requiring this briefing will most likely need to present the information because they are the ones best aware of requirements for specific tasks and work activities. However, it is likely that some of our Security Awareness professionals may be asked about the briefing requirement. The extended implementation date for the briefing requirement found in the Order is September 30, 2008.

An example Classification Awareness Briefing was made available at the 2008 SASIG Workshop TRADEing Post. With permission from the NNSA organization that developed the briefing, the SASIG hopes to post this sample briefing on its Website under S&S Awareness Program Resources.

### ***SSAPP Tasking for the SASIG***

SASIG tasking from the SSAPP includes assisting the NTC as they review and revise the Security Awareness Coordinators Training Course. NTC will be leading the effort, but subject matter experts are needed to assist in the review. Mary Gallion asked for input into what the course should look like (structure, etc.). Specifically, things to consider include:

1. What tasks do you perform as a security awareness professional?

2. What would be the best method for teaching this course; e.g., use of practical exercises, PPT slides, guest speakers from other S&S disciplines, etc.?

Layne Marino, NSO, volunteered to chair an SASIG Special Task Group to work with the NTC on this revision. Mary said the course has not been recently evaluated and revision might be simply a “tweaking,” or it may require starting over. As a first step, Layne is seeking input on the questions above and other questions, as well. We want to be able to put together a set of recommendations to use in the revision, which the NTC is planning for 2009. Initial efforts will also involve a review of current course material.

Layne will be organizing a volunteer group to work with the NTC team on revising the course. If you would like to be involved in this effort or have input on the questions, you may contact Layne directly at [marino@nv.doe.gov](mailto:marino@nv.doe.gov). April Stottler suggested that a review of the HQ Inspectors Guide will help with this review process. The Guide is available at <http://www.hss.energy.gov/IndepOversight/SecEvaluations/personnelsecurity.html>.

## **Discussion of SASIG Steering Committee Meeting**

A meeting of the Steering Committee was held on May 1 following the SASIG Workshop. The business meeting including nominations and election of new Steering Committee members and members seeking follow-on terms. The following members were each re-elected for a term of three years: Kristine Inskeep, INL; Kent Oelrich, LLNL; Joyce Jenks, DOE-ID; and Gloria de Boer, BNL. New members of the Steering Committee are: Rhonda Cook, SRS; Layne Marino, NSO; Susan Hockett, KCP; and Barbara Cain and Barbara Williams, both of Sandia-NM. Welcome to all! Members of the Steering Committee are also voting members of the SSAPP. The Steering Committee voted to continue to require a letter of support from managers of new members. The letter of management support is optional for members of the Steering Committee elected to follow-on terms.

## **Discussion of 2008 SASIG Workshop**

The Evaluation Forms filled out by workshop attendees reflected very positive comments. Subjects/topics presented were applicable to work activities and attendees liked the variety

of presentations. Our keynote speaker, Ronald Olive, sponsored by the NTC Counterintelligence Training Academy, was most complimentary, and said this workshop is one of the best-kept secrets he has experienced. He encouraged us to get the word out to a broader audience who could benefit from the presentations. Valerie indicated that there are 250 names on the Listserv who receive information about the workshop; however, we can plan to contact specific groups, such as the policy panels, about future workshops. We always encourage our members to tell others at their site about an upcoming workshop and direct them to our Website.

Kristine thanked individuals at the INL and DOE-ID who assisted with logistics for the meeting. She said members of management who attended sessions of the workshop recognized the importance of the security awareness work being done at sites, and that has had positive impact for her. (Kristine specifically mentioned Chet Braswell's "Security Ed" challenges and take-off on the "Deal or No Deal" game show, and Savannah River's Tools of the TRADE "Road Show" set up at TRADEing Post.) She thanked all who shared site programs. Chet responded that he is in final stages of clearing the challenges and game with his management to share through the SASIG Website. He will be sending these to Mary for review. Kristine said the INL photographer has prepared a CD of pictures taken during the meeting and activities and these photos will be posted on the SASIG Website.

## **Looking Ahead to the 2009 Workshop and Meetings**

The Steering Committee voted to hold the 2009 SASIG Workshop at the Nevada Site Office in N. Las Vegas, NV, the week of April 20, 2009. Layne Marino is our Steering Committee POC. We thank Layne and his management for agreeing to host this event for us! We are most excited about going to Vegas! The SASIG last held a workshop at the Nevada Site Office in 2002. Topics for presentations for the 2009 Workshop are listed in the Steering Committee Meeting minutes of May 1, 2008.

## **Next Conference Call**

The Steering Committee voted to move our calls to the second Thursday of each month to resolve a conflict with the HQ HSPD-12 conference call. The next Steering Committee call is scheduled for Thursday, June 12, at 1:00 p.m. EDT. The call-in number is 301-903-6452.