

For details, contact:
Susan Pepper
International Safeguards Project Office
e-mail: pepper@bnl.gov

Brookhaven National Laboratory
Building 197C
Upton, New York 11973
Phone: 631-344-5979
Fax: 631-344-5344

Liaisons ns

A Quarterly Newsletter Published by the International Safeguards Project Office

2nd Quarter

April – June 2009

TOPICS IN THIS ISSUE

**Recruitment for the
Department of Safeguards**

Retirement of Nedy Santiago

**Transition of ISPO Liaison
Officers**

**SSTS – ISPO Visit to Los
Alamos National Lab (LANL),
Sandia National Lab (SNL),
Canberra Albuquerque (CA)
and MELE Associates**

BROOKHAVEN
NATIONAL LABORATORY

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

Recruitment for the Department of Safeguards

Susan Pepper

Junior Professional Officers:

JPO positions are offered for an initial period of one year to recent college graduates, with zero to two years' working experience, who are U.S. citizens and less than 32 years of age. The positions are offered at the P1 or P2 grade, depending on experience. Please visit the ISPO website at www.bnl.gov/ispo, for further information and details regarding these postings.

Cost-Free Expert Positions:

The initial duration of a Cost-Free Expert (CFE) appointment is two years. CFEs are employed by the IAEA with funding provided by the U.S. or another member state. Please visit the ISPO website at www.bnl.gov/ispo, for further information and details regarding these postings.

**09/ICPD-001, Expert – Quality
Management Specialist**

IAEA Regular Staff Positions:

2009/904: IT Security Engineer (P-3)

Customer Services and Operations
Section
Division of Information Management
Department of Safeguards
Application Deadline: Oct. 14, 2009
Salary: \$88,024
Guidance: U.S. citizens are encouraged to apply.

Please visit:

www.iaea.org/phf/p_vacancies.asp,
for an updated list of positions available at the IAEA. Please contact Susan Pepper at pepper@bnl.gov, for information regarding positions in the IAEA Department of Safeguards.

Retirement of Nedy Santiago

ISPO's Administrative Assistant Nedy Santiago retired from BNL on August 28, 2009, after thirty-four and a half years of service. During her years at the lab, Nedy held positions in the Reactor Division, the Department of Nuclear Energy, and the National Nuclear Data Center. She had worked with ISPO for almost three years. When asked what she will be doing during retirement she said: "I am retiring from work. I am not retiring from life." She plans to enjoy her retirement with her husband Norman and will be taking a trip to the Dominican Republic in the near future.

We would like to welcome Patricia Lee to ISPO. Patty has been at BNL for twenty years. She worked formerly in the Detector Development Division with Carl Czajkowski and Ralph James. Patty will assume the duties formerly held by Nedy Santiago. She can be reached at 631-344-7040 or at patty@bnl.gov.

Transition of ISPO Liaison Officers

After just over four years as ISPO Liaison Officer, Barbara Hoffheins will leave Vienna in mid-October. During her assignment in Vienna, Barbara has been very effective in relaying information regarding USSP activities between IAEA, ISPO, and the SSTS. In particular, she has been an advocate for cost free experts and junior professional officers, ensuring that the SSTS and ISPO are aware of the issues affecting the assignments of these important contributors to the USSP. She has developed important relationships with other MSSP representatives. Barbara has been an active Mission representative to the Friends of SAL group, which monitors and discusses the IAEA's plans for the clean laboratory extension and nuclear materials laboratory upgrade. Following the conclusion of her Liaison Officer assignment, Barbara plans to begin a Japan Atomic Energy Agency (JAEA) fellowship in Tokai-mura, where she will perform studies on safeguards effectiveness. This program is administered under DOE/NA-242. While ISPO will miss working with Barbara on a daily basis, she will remain a member of the group during her new assignment.

Al Queirolo will become the new ISPO Liaison Officer on October 12, 2009, and will move to Vienna shortly before that. Al has worked with ISPO as a task monitor since 2003 and has focused on tasks involving training, quality management, and NDA. As Liaison Officer, he will be responsible for having general knowledge of all POTAS tasks and ensuring that ISPO and SSTS have the information they need to respond to IAEA requests. In Vienna, Al can be reached using his BNL e-mail address: Queirolo@bnl.gov and by telephone at 011 43 1 31339 4747.

SSTS – ISPO Visit to Los Alamos National Lab (LANL), Sandia National Lab (SNL), Canberra Albuquerque (CA), and MELE Associates

Ray Diaz

Each year, usually during the summer, the SSTS and ISPO visit contractors to discuss POTAS funded work. This year members of the SSTS and ISPO visited LANL, SNL, Canberra Albuquerque, and MELE Associates Inc., during the week of August 3. These contractors are some of those who are approved to perform work on POTAS tasks for the IAEA. Prior to our visit, we identified important topics that each contractor included on their meeting agendas. The main purpose of the visit was to discuss the status of presently funded POTAS tasks, so that we can better understand the work being performed by the contractors. Each contractor presented new technologies being developed which may have applications to IAEA Safeguards. Susan Pepper began the visit with a presentation on the USSP, that included our strategic plan. We received and documented contractor suggestions on how the USSP can improve our processes. This feedback will be used to refine our interactions with contractors and the IAEA. The SSTS and ISPO are thankful for the effort by each of the contractors to accommodate our visit.

ISPO Basic Ordering Agreements

Susan Pepper

In early 2009, ISPO started the process of renewing its Basic Ordering Agreements (BOAs). BOAs provide a mechanism for the USSP to avoid competitive procurement for IAEA requests because companies are selected on the basis of a preliminary competition, which is based on anticipated needs. The BOAs enable the USSP to be more efficient in responding to IAEA requests.

In 2009, the anticipated needs of the IAEA included international safeguards equipment, project management support, procedure development and technical writing, equipment testing, feasibility and safeguards technology studies, open source information collection and analysis, safeguards studies, management consulting, recruitment consulting, and performance based training. The following companies or individuals have been selected to receive contracts in one or more of these areas:

Jeanne Anderer
Booz Allen Hamilton
Canberra Albuquerque
Haselwood Enterprises, Inc.
Information International Associates
Mele Associates
National Resource Management
NYAD, Inc.
Ortec
RAC
SAIC
Sonalysts, Inc.
Tucker Creek Consulting
Wind River Consulting

eCC Revisions

Patty Lee and Linda Sinatra

Laboratory personnel funded by POTAS to travel to Vienna or other foreign destinations will be required to prepare a 1512 and electronic country clearance (eCC) to obtain travel authorization from DOE. This procedure (revised September 2009) explains the various steps to be taken in preparing the eCC.

POTAS (Program for Technical Assistance to IAEA Safeguards) Procedure for Electronic Country Clearance (eCC) and Foreign Travel Management System (FTMS) for Laboratory

personnel and subcontractors' travel to Vienna, Austria, for work with the IAEA (International Atomic Energy Agency):

Background: Laboratory personnel funded by POTAS to travel to Vienna or other foreign destinations will be required to prepare the DOE F 551.1, Request for Approval of Foreign Travel and electronic country clearances (eCCs), to obtain travel authorization from the Department of Energy (DOE). This procedure explains the various steps to be taken in preparing the eCC. ISPO has begun a campaign to educate the USSP Laboratory Coordinators on how to properly submit an eCC for POTAS travel.

Procedure:

1. Before starting the eCC, the traveler's Laboratory should notify ISPO of the planned travel, so that ISPO can confirm that the travel has been approved by the SSTS. If the travel has not been approved by the SSTS, ISPO will have to conduct an e-poll to get approval for the travel. If ISPO determines the travel has been pre-approved, the Laboratory can begin the eCC.
2. When the travel has been approved, the traveler's Laboratory will enter the traveler's trip information into the DOE Foreign Travel Management System (FTMS).
 - In section II, #20, list **all** the names of other personnel travel on this trip (this should match the names on the eCC).
 - In section III, #28, include the following statement with the purpose of the trip: "Funding for this travel has been approved by the SSTS under POTAS task #_____". (The task number is available from the traveler or the ISPO Task Monitor.)
 - Include in your routing Michele Rabatin, Patricia Lee, and Linda Sinatra (Brookhaven National Laboratory) as notify-local, and Bobby Carter (NA24) as Programmatic RPSO-approver.
3. The traveler's Laboratory will prepare the eCC when:
 - The traveler is the only person traveling on this trip.
 - The traveler is the trip lead for the group.

Note: If an ISPO staff member is traveling on the trip, the cable will be pre-

pared by Brookhaven National Laboratory (BNL).

When creating the eCC:

- Choose the destination country as: "Austria, Unvie Vienna."
- Add **all** the travelers listed in the FTMS on the eCC.
- Include in the purpose of the visit "Funding for this travel has been approved by the SSTS under POTAS task#_____". (Task number is available from the traveler or the ISPO Technical Representative.)
- Choose Agency/Section/Other as IAEA.
- POC at post: Barbara Hoffheins. (Will change to Al Queirolo as of October 12, 2009.)
- Submit the eCC request and add to the cc multiple email address the following list of carbon-copy (cc) recipients among any others you may have, using a semi-colon (;) after each email address:

Susan Pepper pepper@bnl.gov
Patricia Lee patty@bnl.gov
Michele Rabatin Rabatin@bnl.gov
Robert Cockerham cockerhamrs@state.gov
James Killian james.killian.ctr@osd.mil
William O'Connor william.o'connor@nnsa.doe.gov
Jim DeTemple DeTempleJE@state.gov
Barbara Hoffheins hoffheins@bnl.gov
Santiago Aguilar Santiago.aguilar@nrc.gov
Bobby Carter bobby.carter@hq.doe.gov
And **one** of the following ISPO Task Monitors:
Al Queirolo quierolo@bnl.gov
Ray Diaz diazr@bnl.gov
Josh Tackentien tackentien@bnl.gov

This list will distribute the eCC to the SSTS (Subgroup on Safeguards Technical Support), ISPO, and the US Mission Vienna.

4. The approval process will be as follows:

- ISPO will notify the ISPO Liaison Officer, Barbara Hoffheins or Al Queirolo after October 12, 2009, that travel has been approved for the traveler(s).
- If the eCC needs to be revised, the Liaison Officer will not approve it and it will be sent back to the originating laboratory.
- The US Mission Vienna will approve or not approve the eCC, based on the notification from ISPO. The approval will be distributed automatically to all the personnel listed as the carbon copied recipients on the eCC.

Note: It is expected there will be cases when the laboratories will not submit the eCC properly. However, the system is fail-safe in that the US Mission Vienna will not approve the eCC for a traveler, unless they have been informed that the SSTS has approved the travel. If the SSTS and ISPO personnel are bypassed in the eCC submittal, the ISPO Liaison Officer will not approve the travel.