



SASIG Conference Call

July 12, 2012

Participants:

Belger, Sue, SRS
Boyd, Gary, URENCO
Cruz, Sheila, BPA
de Boer, Gloria, GPS
Ehrhorn, Elaine, OST
Franklin, Yvette, ORISE-DC
Gallion, Mary, HS-51
Grant, Brenda, DOE-SRS
Hamby, Stephanie, ORISE
Hamlett, Robert, ES-OR
Harzold, Hank, NNN
Holmer, Debarah, DOE, HS-51

Johnson, Jamie, ORNL
Key, Robert, ES-OR
Khanna, Sabeena, DOE, HS-51
Laymance, Crystal, Y-12
Lovelett, Sylvia, Pantex
Madary, Lori, DOE-SPR
Marotta, Brandi, Univ. CA
Oelrich, Kent, LLNL
Scheller, Gloria, Pantex SO
Taylor, Opal, Pantex
Wedesky, Peter, NNN
Womble, Sandy, ORISE

Opening

Welcome and Announcements

Kent Oelrich, Steering Committee Chair, welcomed everyone to the call.

DOE HQ Report

Mary Gallion, DOE Advisor, provided the following information:

- The Incidents of Security Concern Technical Standard, for which Sabeena Khanna is the HS-51 representative, is in the final concurrence phase in RevCom. We anticipate that the standard will be published by the end of July. Technical standards generally do not impose requirements. Instead, they document procedures and best practices which may be used to develop a program that meets the intent of DOE policy.
- HS-51 is in the process of identifying administrative changes to and re-certifying the Orders which were published a year ago. In the security awareness section of DOE O 470.4B, Safeguards and Security Program, the following changes will be made:

- In paragraph 6.b.(2), the wording will be changed from “A comprehensive briefing is also required when a security clearance is extended or transferred to another DOE facility/organization” to “A comprehensive briefing may also be completed when a security clearance is shared or transferred to another DOE facility/organization.” This wording will bring the security awareness language in line with DOE O 472.2, Personnel Security, which eliminated the use of clearance extensions. It will also allow flexibility so that sites can determine whether to continue to do a full comprehensive briefing for individuals who transfer or come to the site on a shared clearance, or to include necessary information as part of the initial site briefing. Mary thanked all the SASIG members who provided her with information and perspective on how the requirement for the comprehensive briefing affects and is implemented at their locations. Mary suggested that the SASIG as a group should continue to discuss this issue and the related issue of documentation of the SF 312, as discussed at the workshop policy panel meeting.
- In paragraph 7.b, the citation for storage of the SF 312 is incorrect. It will be changed from 32 CFR 2003.20 to the correct citation, 32 CFR 2001.80(d)(2)(vii).
- Mary noted that she considered making a change to paragraph 7.a.(3), to remove the reference to DOE in the sentence which states: “Any DOE Federal employee may witness the execution of the SF 312 by a Government or non-Government employee.” 32 CFR 2001 allows any Federal employee to witness the 312. However, Mary’s concern is that there would be no way to verify whether an individual who does not work for DOE is in fact a Federal employee, so she decided not to change the current wording at this time. Anyone who has thoughts or suggestions on this issue is invited to contact Mary by phone or e-mail to discuss whether a change should be made and how it might be approached.

Discussion of Current Items

- The 2013 SASIG Workshop and Meetings will be held at the Bonneville Power Administration (BPA) facility in Portland, Oregon the week of April 22, 2013. A block of rooms will be secured at the DoubleTree Hotel for SASIG attendees. The workshop and meetings will be held at the BPA facility. Sheila Cruz said there are at least three hotels in the area within walking distance to

BPA. She also said the airport is approximately 10-15 minutes from the DoubleTree via the MAX Light Rail system.

- Sandy asked Mary if there is any new information from DOE about conferences versus training events. Mary said as far as she knows the position of HSS remains that the workshop has never been considered or defined as a conference. DOE policy on conference management (e.g., DOE O 110.3A, Conference Management) has always contained an exclusion for “formal, structured training programs (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities,” and our annual SASIG Workshop has always fallen under this exclusion. The workshop is intended to improve the knowledge, skills, and abilities of security awareness coordinators across the DOE complex and in other agencies by providing them a chance to share their programs, awareness tools, briefings, and methods and by introducing speakers on current topics of security interest (computer security, insider threat, etc.) so that the coordinators can in turn incorporate this knowledge in their briefings and other presentations. In addition, the workshop now includes the formal NTC Security Awareness course which introduces and provides entry-level training for new security awareness coordinators.
- Kent asked the participants to be thinking about speakers for the 2013 Workshop and mentioned that Virginia Reams has suggested a speaker from ISOO. Please send ideas about speakers to the SASIG e-mail: SASIG@orise.orau.gov.
- Kent said the SASIG Awards Program documentation has been revised to reflect comments provided by the Steering Committee. ORISE is in the process of updating the SASIG Website and should have the Awards Program information posted by the next conference call.

Other Items

Kent mentioned the additional information that was provided by HS-51 regarding the TSA procedures for individuals hand-carrying classified. Mary said Linda Ruhnnow provided the information about this TSA issue and Linda will continue to provide updates to the SASIG as they become available.

Kent mentioned that during a review of materials on the SASIG Website, it was noted that the Sample Refresher Briefing for Off-Site Personnel was posted in December 2007 and should be reviewed to ensure the content is current. Mary said she would ask Tina Vaughn to take a look at this document and determine whether the information needs to be updated. Kent asked Steering Committee members to also review this for relevance prior to the next call. The document is located on the SASIG Website under the heading “SASIG Products” and also by choosing “S&S Program Resources,” Briefings, and then Refresher Briefings.

Help Time

Kent said that Livermore has an “Idea Hub” where individuals from the general laboratory population can ask questions. The question was asked: How can the laboratory prevent unintentional disclosure of classified information in unclassified e-mails? Kent asked callers to provide suggestions for a response to this question. His e-mail is: oeleich1@llnl.gov.

Next Conference Call

The next SASIG Steering Committee call is scheduled for August 9, 2012 at 1:00 p.m. ET. The call number is: 1-866-541-5843, enter passcode 5230527 then press #.

SASIG Contact Information:

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