

**Detailed Progress Report
for
ISSM Implementation at SLAC in FY 2002**

June 28th (Focus Groups Held)

Focus groups (3) convened to define the parameters and content of the ISSM program that is best suited to SLAC's needs.

July 12th (Program Reviewed and Approved by Directorate)

Design and content of program reviewed, discussed, and approved by the Director and AD's

July 15th – August 2nd (Program Introduced to Supervisors/Managers)

Program Introduction -- informational materials distributed to supervisors and managers.

- Meetings (30 – 45 minutes) with supervisors/managers scheduled in selected Division locations during this week
 - o Meetings were by Division
 - o Associate Director of that Division introduced topic – provided visible support and encouraged positive participation
 - Special handouts were provided for supervisors
 - o Managers received a supply of the general employee briefing materials (including Promotional Item #1 – 6” Stress-o-Meter Ruler) to give to their staff.

August 5st – August 30th (Program Launch to SLAC Community)

Supervisors met with their staff (in formal/informal meetings) to describe ISSM and to hand out brochure and promotional item.

Web Site was ready for viewing on August 5th – content is as follows:

- Overview and background information on ISSM in the DOE Complex and at SLAC
- Form provided for “Ask the Security Expert” questions
- Form provided for comments from the SLAC Community
- Page for Frequently asked Questions (FAQ's)
- “Voice of the SLAC Community” feedback through webpage (queries published)

Introductory article on the ISSM program appeared in August 7th issue of the “*SLAC Bulletin Board*”. Telephone “Hot Line” is publicized in this article– one stop for information and to voice concerns.

[September 20th \(TIP Article Publicizing Security Briefing & ISSM Expo\)](#)

[September 26th \(Security Briefing & ISSM Expo\)](#)

Held at SLAC's Panofsky Auditorium and Breezeway

Security Briefing held 3 times to allow full attendance– total attendance ~ 800

Tables set up for Cyber Security, Physical Security, Counter Intelligence, Emergency Preparedness, Emergency Response, Counter Terrorism topic areas

- 325 ISSM Feedback surveys are filled out and returned at Expo
- Results tabulated and analyzed
- All attendees are given Promotional Item #2 (Monthly calendar for office/cubicle wall with ISSM logo and ISSM message below and/or annual year-at-a-glance calendar for office/cubicle wall) and Item #3 (Free house key with ISSM Key tag).

[October 18th \(TIP Article/Program Evaluation\)](#)

Article on ISSM results to appear in TIP

Covers program-to-date

- Comments from employees, managers
- Photos of "Expo"
- Graphics on actual physical/cyber statistics

Evaluation of ISSM program progress and "next best steps" recommended for Directorate review.