

Li*o*is*o*ns

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Auf Wiederseh'n to Donna Occhiogrosso

Donna Occhiogrosso has left ISPO to join the Information Technology Division at BNL. At ISPO Donna was responsible for recruitment of U.S. citizens for positions with the IAEA Department of Safeguards. She also designed and maintained ISPO's website. We wish Donna well in her new assignment.

Recruitment for the Department of Safeguards

Susan Pepper

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. For further information and details regarding these postings, please visit the ISPO website at www.bnl.gov/ispo.

07/ICO-003 Expert – Safeguards
Next Generation Desktop
Development (P3)

07/ICA-002 Expert – Senior
Safeguards Technology Analyst
(P5)

Division of Information
Management

Vacancy Notice No. 2008/055
Deadline: September 8, 2008
Published Salary: \$94,000

Unit Head (P5)

Attended and Unattended Non-
Destructive Assay Section
Division of Technical Support
Vacancy Notice No. 2008/053
Deadline: September 9, 2008
Published Salary: \$135,000

Section Head (P5)

Technical Support Coordination
Section
Division of Technical Support
Vacancy Notice No. 2008/056
Deadline: September 8, 2008
Published Salary: \$135,000

Equipment Preparation Engineer (P3)

Inspection Logistics Section
Division of Technical Support
Vacancy Notice No. 2008/907
Deadline: September 8, 2008
Published Salary: \$94,000

Senior Inspector for Coordination (P5)

Coordination and Support
Section

Division of Operations B
Vacancy Notice No. 2008/910
Deadline: September 8, 2008
Published Salary: \$135,000

BROOKHAVEN
NATIONAL LABORATORY

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

Configuration Manager (P4)
Project Management Services Unit.
Information Architecture and Projects Section
Division of Information Management
Vacancy No.: 2008/916
Deadline: 12/8/2008
Published Salary: \$117,372

Development Programmer (P2)
Verification Business Unit
Information Architecture and Projects Section
Division of Information Management
Vacancy No.: 2008/919
Application Deadline: 12/08/08
Published Salary: \$67,938

System Analyst (P4)
Support Business Unit
Information Architecture and Projects Section
Division of Information Management
Vacancy No.: 2008/920
Application Deadline: 12/15/2008
Published Salary: \$98,109

Senior Technology Analyst (2 Posts – P5)
Trade and Technology Analysis Unit
Information Collection and Analysis Section
Division of Information Management
Vacancy No.: 2008/921
Application Deadline: 12/08/08
Published Salary: \$117,372

Non-Proliferation Strategy Analyst (P4)
Division of Concepts and Planning
Vacancy No.: 2008/922
Application Deadline: 12/19/2008
Published Salary: \$94,578

Safeguards Data Analyst (2 posts – P4)
Declared and Statistical Information Analysis
Section
Division of Information Management
Vacancy No.: 2008/923
Application Deadline: 12/18/08
Published Salary: \$94,578

Communications Specialist (P4)
Office of the Deputy Director General
Vacancy No.: 2008/924
Application Deadline: 12/26/2008
Published Salary: \$94,578

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

Pease contact Christine O'Brien, cobrien@dep.anl.gov, for positions in other departments of the IAEA.

These points of contact can provide information about the status of individual applications.

Workshop On Enhanced Recruitment For International Safeguards

Susan Pepper

ISPO hosted a Workshop on Enhanced Recruitment for International Safeguards at BNL from October 22 to 23, 2008. The workshop was sponsored by DOE/NA – 243, the Office of Non-proliferation and International Security, and the Office of International Regimes and Agreements. The purpose of the workshop was to review current recruiting practices and activities for IAEA safeguards positions and consider improvements that could be made.

More than 40 participants from national laboratories, government agencies, academia, and the IAEA participated in the meeting. The workshop format consisted of presentations to orient the participants to the issues and breakout sessions for discussion of approaches for recruiting U.S. citizens for safeguards inspector, technical, professional, support staff, and management positions.

Copies of the presentations are available from ISPO. A report on the workshop is being prepared and will be distributed at the end of the year.

POTAS 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.

Nedy Santiago

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 (International Safeguards Project Office) will begin a campaign to educate the USSP (United States Support Program) Coordinators at the laboratories on how to submit an eCC for POTAS travel properly.

Procedure:

1. Before starting the eCC, the traveler's Laboratory should notify ISPO of the planned travel so ISPO can determine whether 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 of the travel. If ISPO determines the travel has been pre-approved, the Laboratory can begin the eCC.
2. Once 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 #_____". (Task number is available from the traveler or ISPO Technical Representative.)
 - Include in your routing Michele Rabatin, Nedy Santiago 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 prepared 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 ISPO Technical Representative.)
- Choose Agency/Section/Other as IAEA.
- POC at post: Barbara Hoffheins
- 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 semicolon (;) after each email address:

Susan Pepper

pepper@bnl.gov

Nedy Santiago

santiago@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

Heather VonBehren

vonbehrenhw@state.gov

Barbara Hoffheins

hoffheins@bnl.gov

Michael Kelly

Michael.Kelly@nrc.gov

Bobby Carter

bobby.carter@hq.doe.gov

And **one** of the following ISPO Task Monitors:

Al Queirolo

queirolo@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 U.S. Mission Vienna.

4. The approval process will be as follows:
 - ISPO will notify the ISPO Liaison Officer, Barbara Hoffheins, 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 U.S. Mission Vienna will approve or not approve the eCC based on the notification from ISPO. The approval will be automatically distributed to all the personnel listed as the carbon copied recipients on the eCC.

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

Upcoming Meetings

March 25-27, 2009 – **USSP Annual Task Review, Vienna, Austria** – SSTS, ISPO and Contractor's welcome to attend.
