



Anatomy of an Annual Security Refresher Briefing (ASRB)

Headquarters Technical and Information Security Team

Office of Headquarters Security Operations
Office of Security Operations

April 2007



ASRB FORMAT



- **Stand-Up Briefing**
- **Read and Sign**
- **Automated CBT**



CONSIDERATIONS



- **Written Text vs. Audio vs. Video, or a Combination**
- **Cost (preparation, deployment, record keeping)**
- **Time Limitations (preparation, individual employee time investment)**
- **Retention of Information (both memory and resource)**
- **Collaboration**
- **Ability to Vet ASRB Content Prior to Delivery (e.g., General Counsel, S&S management, etc.)**
- **Ability to Readily Identify Entire Target Audience**
- **Ability to Readily Deliver ASRB to Entire Target Audience**
- **Ability of Target Audience to Access ASRB**
- **Ability to Update Target Audience Records in Real-Time**
- **Ability to Monitor Real-Time Completion Rates**
- **Ability to Update Content in Real-Time**
- **Manual vs. Automated Record Keeping (both completion and ASRB content)**
- **Ability to Receive and Reply to Individual Questions**



HEADQUARTERS CRITICAL CONSIDERATIONS FOR FORMAT DECISION



- **Written Text vs. Audio vs. Video, or a Combination**
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HEADQUARTERS FORMAT



- **Web-based ASRB available through the DOE Headquarters Management Information Systems (MIS) Application Gateway**
- **All Federal employees have access to the MIS Gateway**
- **Contractor employees must be sponsored by a Federal sponsor and registered in the MIS Gateway**
- **MIS Gateway is password protected**
- **SSL Protected**
- **168-bit encryption**



ASRB CONTENT



- **Focus on changed S&S policies or procedures, new S&S policies and procedures, and issues that have proved problematic since previous briefing**
- **Trends analysis of security survey or inspection findings**
- **Trends analysis of security infractions**
- **OIG criminal investigations regarding S&S issues**
- **Review Vulnerability Assessment**
- **Review other relevant documents (e.g., IG Audit Reports, GAO Reports, etc.)**
- **Solicit suggestions from other S&S Subject Matter Experts (e.g., S&S operations managers, Headquarters Security Officers)**
- **Collaboration with other organizations (e.g. Cyber Security, Emergency Preparedness)**
- **Solicit suggestions from employee population**



E-mail Instructions



Tina Vaughn

All Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Headquarters Federal and contractor employees, and other government agency personnel detailed to DOE Headquarters, regardless of their security clearance status, are required to complete the Headquarters Annual Security Refresher Briefing (ASRB). This year's ASRB is available to employees on a staggered organizational schedule through the Management Information Systems (MIS) Application Gateway. The briefing has been designed to be accessible to all Headquarters personnel regardless of location (e.g., Headquarters facilities, off-site facilities, residences, etc.)

Upon successful completion of the ASRB, your electronic records will be updated to reflect completion of the briefing. You may also print a certificate of completion for your records.

If you believe you have received this e-mail in error and you are not subject to the DOE Headquarters Annual Security Refresher requirement, please send an e-mail to ASRB@hq.doe.gov with a detailed explanation. Please include both your e-mail and phone number contact information.

ALL QUESTIONS REGARDING ACCESSING THE ASRB VIA THE MIS GATEWAY should be directed to

ESSSupport@hq.doe.gov

A member of the ESS support team will assist you with your question and/or problem (e.g., password, pop-up blocker, Version of Flash, etc.) Due to the anticipated high volume of users, all direct telephonic requests for assistance to the ESS Helpdesk (301-903-0605) may receive a delayed response because such requests will be forwarded to ESSSupport@hq.doe.gov for assistance.

ALL QUESTIONS REGARDING ASRB CONTENT should be directed to

ASRB@hq.doe.gov

TO ACCESS THE ASRB IF YOU ARE REGISTERED WITH THE MIS GATEWAY:

1. Open a new internet browser session and enter -- <https://mis.doe.gov> -- for the internet address.
2. Click on "Login".
3. At the Login page, enter your MIS Username and MIS/ESS Password and click on the "Authenticate Me" button. If you have not chosen your MIS Username yet, use

your SSN as your UserID. It will be protected using SSL encryption during transmission.

4. At the Application Gateway page, mouse over "DOE HQ Services" and click on the

"Annual Security Refresher Briefing" menu item.

The ASRB will first open a browser window with some general instructions. A second browser window will automatically open with the actual briefing.

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TO ACCESS THE ASRB IF YOU ARE NOT REGISTERED WITH THE MIS GATEWAY:

1. Using your browser, go to Internet address: <https://mis.doe.gov>
2. Click on the "Request Access" link.
3. After reading the General Information, click on the "Continue" link at the bottom of the page.
4. Enter the requested information on the "Request Access" page. (Note: Enter last name only (no Jr., Sr., etc.) and enter social security number with or without dashes.)
5. Click on "Request Access" link at the bottom of the page.
6. Fill in the requested information on the "Identity Management Request Form" including entering your DOR Sponsor information.
7. Click on the "I Agree" link at the bottom of the page.
8. You will be taken to a "Sponsor Selection Confirmation" page notifying you that an e-mail has been sent to your DOE sponsor for his or her final approval. When your sponsor approves your request you will receive a password by e-mail. (Note: There may be a day or more delay for sponsor approval.) This password will grant you access to the Employee Self Service application, as well as the MIS Gateway.
9. Once you receive your password by e-mail you may access the ASRB by utilizing the instructions above for users registered with the MIS Gateway.

The Minimum Hardware and Software System Requirements for accessing the ASRB via the Internet are:

HARDWARE: Pentium 3 Computer or Mac G4, High speed internet connection, Monitor, Sound card, Speaker, Mouse or other pointer device.

SOFTWARE: Macromedia Flash Plug-ins, Version 7.0 or above, Internet Explorer Browser 5.0 or above, Netscape Navigator Browser 7.0 or above, Windows 98 or above, Mac OS10.

Certificate of Completion



This is to certify that

John G. Smith

Has successfully completed the
Office of Headquarters Security Operations

***Headquarters Annual Security
Refresher Briefing***

Date February 8, 2007





ASRB Summary Report



Department of Energy Annual Security Refresher Briefing Status Summary Report

Main Menu

Department of Energy

Employees	Total	Status	Count	Percent
DOE	3742	Not Started	1593	42.57 %
		Started	129	3.45 %
		Completed	2020	53.98 %
		Subtotal	3742	
Contractor	3737	Not Started	1552	41.53 %
		Started	117	3.13 %
		Completed	2068	55.34 %
		Subtotal	3737	
Other Feds	195	Not Started	86	44.10 %
		Started	6	3.00 %
		Completed	103	52.82 %
		Subtotal	195	
Total	7674	Not Started	252	3.28 %
		Completed	4191	54.61 %

Column Information

Employees:

This column will indicate the type of employee in the summary. [DOE](#) indicates DOE Federal employees, [Contractor](#) indicates contractor employees, and [Other Feds](#) indicates employees of another Federal agency that are detailed to DOE. By clicking on any of the highlighted links in this column, you will be taken to the detail status report with a list of all employees in this category.

Total:

This column will provide a total of the number of individuals in the Employee column.

Status:

This column will provide the status of the indicated type of employee. Three statuses will be shown: [Not Started](#), [Started](#), and [Completed](#). Next to each status will be a count of the number of employees with this status. By clicking on the status, you will be taken to the detail status report. This report will show all employees with the indicated status.

Percent:

This column will provide the percentage of employees in this category that have this status.