

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: 2009 Annual Security Refresher Briefing

Course Number: 000233

Description: DOE Manual 470.4-1, *Safeguards and Security Program Planning and Management*, Part 2, Section K, requires that all employees who possess an active DOE access authorization “receive annual (at least every 12 months) refresher briefings...”

The *Annual Security Refresher Briefing* can be accessed by going to <https://psec.oro.doe.gov>. Click on the link “Security Refresher” and complete the log-on process and briefing (your computer must be configured to allow pop-ups). The system is configured to automatically document when each employee completes the training, but each employee must also print and retain a copy of their “Acknowledgement Form” in order to further document that they have completed the training.

This training must be completed by **December 31, 2009**. Failure to complete the training by that date may result in the administrative termination of your access authorization.

If you have any questions or require assistance in meeting this requirement, please contact Steve Pruitt, ORO Security Awareness Program Manager, at (865) 576-0916 pruitt@oro.doe.gov or Kim Dodson, Administrative Support Specialist, at (865) 576-0921 DodsonKA@oro.doe.gov.

Audience: All employees holding an active DOE Access Authorization (Security Clearance)

Provider: ORO Office of Safeguards and Security

Location: <https://psec.oro.doe.gov>

Frequency: This course must be completed every year

A Training Request Form is not required for this training

For additional information, call the ORO Training Center at (865) 576-1082.

(Bulletin No. 1215-880)
