

**U.S. Department of Energy - Oak Ridge Office**  
**Training and Development Group**  
**Training Course Bulletin**

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**Course Name:** 2011 Annual Security Refresher Briefing

**Course Number:** 000233

**Description:** Department of Energy (DOE) Order 472.2, *Safeguards and Security Program (July 21, 2011)*, requires that all employees who possess an active DOE access authorization “receive annual (at least every 12 months) refresher briefings...”

The *2011 Annual Security Refresher Briefing* is now available. You can access the briefing by going to <http://orotrain.oro.doe.gov/asrb>. Click on “Start Now” and complete the log-on process and briefing. Upon completion of the briefing, each employee must print and retain for their records a copy of their “Briefing Summary” page in order to further document that they have completed the briefing. In addition, if your training records are located at the Oak Ridge Office (ORO) Training Center, a copy of the “Briefing Summary” should be provided to the ORO Training Center (via mail at mail stop AD-443, fax at (865) 574-5561 or by email as an attachment to [trainingctr@oro.doe.gov](mailto:trainingctr@oro.doe.gov)). This briefing must be completed within 30 days from the DOECAST date (January 2, 2011). Failure to complete the briefing by this 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 [pruittsa@oro.doe.gov](mailto:pruittsa@oro.doe.gov) or Kim Dodson, Administrative Support Specialist, at (865) 576-0921 [DodsonKA@oro.doe.gov](mailto:DodsonKA@oro.doe.gov).

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

**Provider:** ORO Office of Safeguards and Security

**Location:** <http://orotrain.oro.doe.gov/asrb>

**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. 1205-966)

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