

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

Course Name: **Classified Matter Protection and Control**

Course Number: **001187**

Description: This on-line unclassified briefing is designed to provide basic knowledge and procedures to perform CMPC functions associated with the preparation, use, storage, reproduction, receipt and transfer, destruction, etc., of classified information. This briefing is computer based, which allows the user to meet CMPC requirements while in their office and using their own computer. It contains five (5) sections which address different areas of the CMPC program; links to a Resource Library containing the ORO CMPC Manual and the DOE Marking Resource; and review questions at the end of each section. Topics covered in this computer-based briefing include:

Classifying Information

- Classification Levels and Categories
- Access Authorization (security clearance)
- Individual Responsibilities

Preparation of Classified Matter

- ORO Document Accountability & Tracking System (DATS)
- Classified Document Markings
- Coversheets

Protection and Control of Classified Matter

- Reproducing Classified Mater
- Storing Classified Matter
- Transmitting Classified Matter
- Destroying Classified Matter

Protection of Classified Matter in Emergency Situations

- Scheduled Drills
- Unscheduled Drills

Incidents of Security Concern

- Discovery and reporting
- Security Infractions and Violations

- Audience:** DOE/ORO Federal and direct support contractor employees who have the responsibility for generating, using, handling, storing, reproducing, transferring, and/or destroying classified information. NOTE: Other DOE Federal and contractor employees may take this briefing as needed.
- Vendor:** ORO Safeguards, Security and Emergency Management
- Location:** <http://orotrain.oro.doe.gov/cmhc/>
- Cost:** Funded by ORO
- Prerequisites:** None. No classified information is presented in this briefing; however, a DOE security clearance is required prior to accessing or working with classified matter.
- Frequency:** This briefing must be completed every two (2) years. Recertification reminder will be made by email.

To register: A *Training Request Form* is not required for this briefing. Upon successful completion of this briefing, a *Briefing Summary Record* will be sent electronically to the employee. In addition, for ORO **Federal** employees, a copy of the *Briefing Summary Record* will be sent to the ORO Training Center for documentation in their official training record. All others should provide a copy of their *Briefing Summary Record* to their training point of contact.

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

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