



Department of Energy

Oak Ridge Office
P.O. Box 2001
Oak Ridge, Tennessee 37831

NOV 15 2010

All Employees Holding an Active DOE Access Authorization (Security Clearance)

2010 SECURITY REFRESHER BRIEFING

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 2010 *Annual Security Refresher Briefing* is now available. You can access the briefing by going to <http://oroTRAIN.oro.doe.gov/psec/>. 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 this "Briefing Summary" should be provided to the ORO Training Center (via mail at mail stop AD-443, fax at (865) 574-5661 or by e-mail as an attachment to trainingctr@oro.doe.gov). This briefing must be completed within 30 days from the DOECAST date above. Failure to complete the briefing by this date may result in the administrative termination of your access authorization.

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

Sincerely,

A handwritten signature in cursive script that reads "Pauline L. Douglas".

Pauline L. Douglas
Assistant Manager for
Security and Emergency Management