

United States Government

# memorandum

Department of Energy

Oak Ridge Operations Office

DATE: December 5, 2006

REPLY TO

ATTN OF: OS-202:Pruitt

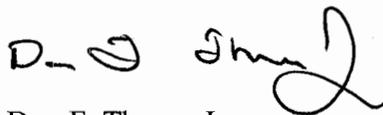
SUBJECT: **2006 SECURITY REFRESHER BRIEFING**

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

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 *2006 Annual Security Refresher Briefing* is now available. You can access the training by going to <http://www.wackenhut-oakridge.com/SecurityRefresher/secref2006/index.asp>. Click on the link "Begin Security Refresher 2006" 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, 2006. 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, of my staff at (865) 576-0916/[pruittsa@oro.doe.gov](mailto:pruittsa@oro.doe.gov), or Kim Dodson, LeGacy/Critique, at (865) 576-0921/[dodsonka@oro.doe.gov](mailto:dodsonka@oro.doe.gov).



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